



Machakos University

Library Department

Library Weeding Policy



1.0 Preamble

Library Weeding refers to withdrawal or removal of information resources from a Library collection. It involves continuous review of a Library's collection and withdrawal of certain obsolete information materials both print and non-print.

1.1 Purpose

1. To improve the access and retrieval of information materials.
2. To consistently maintain up to date information resources.
3. To save on prime space thus reducing storage cost.
4. To withdraw less active information materials from the stock.

2.0 Responsibility

It is the responsibility of the University Librarian in consultation with Deans of schools to facilitate the weeding.

3.0 Weeding frequency

The weeding exercise shall be conducted annually in the month of May.

4.0 Disposition

Materials withdrawn from the Library shall be listed and forwarded to the University Disposal Committee. Materials weeded shall be withdrawn from the Library's Management System with remarks made against their entries in the Accession Register remarks column.

5.0 Criteria for weeding

The fundamental principles to effective Library Stock Weeding shall be guided by:

- a) Condition of the material/ item – such as damaged or mutilated, loose binding and superseded editions.
- b) Content – this shall include inaccuracy, censored information, outdated language or illustrations or photographs and duplicate copies.
- c) Poor usage – based on Library User Statistics derived from the Integrated Library Management System, and reliable user suggestions

6.0 Policy review

This policy shall be reviewed after every three years, by the Library Committee.

Approved by Prof. Francis M. Mathooko

Signature.....Date.....

**Ag. Vice Chancellor
Machakos University**