



## LIBRARY: WEEDING POLICY

### 1. Purpose

Weeding of stock is a key activity to ensure that the collection reflects the academic programme, has an appropriate level of currency and ensures that the library is managing its space and other resources effectively.

### 2. Process

The Librarian generates a list of subject areas and works with teaching staff to identify items for stock de-selection. Key factors are the currency and relevance of an item, as well as its physical condition. It may also be helpful to withdraw some copies of books where we have multiple copies, but they are no longer recommended as the most up to date resources.

Tutors should review books in their own subject areas but not beyond that.

### 3. Frequency

Ideally the weeding process will be carried out on an annual basis, during vacation periods, where staff are available.

### 4. Destination of weeded books

These are usually sold at Book Sales, or where they cannot be sold, are collected by the charity Book Aid.

### 5. Ethos

The Library acquires stock which represents a wide variety of viewpoints in accordance with the principles of intellectual freedom. As long as it is legal, no item will be excluded from selection or be de-selected, solely on the basis of an author's ethnic origin, nationality, religion, gender, sexuality, beliefs or opinions.

Document control box			
Title	Library Weeding Policy		
Date approved	July 2018	Implementation date	July 2018
Next review date	July 2021		
Version		Supersedes version	n/a
Approving body	Governors		
Quality Code consulted			
Member of staff responsible	Librarian		

