

LIBRARY WEEDING PROCEDURE

Procedure Section & Number:			Effective Date:	
Policy Owner:	Vice President Academic		Last Revised:	June 1, 2021
Policy Administrator:	Director, Student Services		Review Scheduled:	June 1, 2025
Approver:	Executive Committee			
<i>The official controlled version of this document is held with the Policy & Procedure Coordinator.</i>				

A. PROCEDURES

Collection development is often considered the process of adding new materials to the Library to benefit the College community. Weeding (or deselection) of materials in the collection is another component of collection development and serves to maximize the usefulness of the Library collection. Weeding the Library collection provides space for new materials and increases the value of the collection by removing outdated/unwanted material or items in poor condition.

The Keyano Library's collection will be reviewed on an ongoing basis to ensure that the collection is meeting the current curriculum, research, scholarly activities, and other informational needs of staff, Faculty, and students. Materials that no longer meet the needs of the College community may be removed from the collection. The Librarian is responsible for liaising with all Faculty and departments. With the support of the Library staff, the Librarian is responsible for tracking research trends, ensuring adherence to accreditation requirements, and working with relevant Faculty to ensure the Library's collection reflects the current and future needs of the College's students, Faculty, and staff. All materials to be withdrawn will ultimately be handled by the Library Acquisitions and Access Technician and the Cataloguing and Serials Subscriptions Technician.

The Library currently applies various criteria and methods for weeding materials.

1. Weeding Overview

- 1.1 As outlined in the Library's Collection Development Policy, the Library follows a detailed set of criteria for each format and collection area in terms of selection, maintenance, and deselection (also referred to as weeding). The Keyano Library use circulation, publication, and subject-specific data to determine its weeding processes. The Library engages in a multi-step approval process when items are being considered for weeding. A review project may include multiple library staff,

including the Librarian, Faculty, Library consortiums, and/or the Director of Student Services.

2. Criteria

- 2.1 It is important to recognize that retention and weeding criteria will vary from discipline to discipline and should be rooted in the practices and needs of diverse groups of Faculty, researchers, and students. Materials in some programs should be withdrawn and replaced with newer publications regularly, while material in others retain their value over time. This decision-making process should neither jeopardize support for teaching nor research.
- 2.2 The following are criteria that should be considered for weeding (i.e. deselection) of physical materials. It is expected that at least one or more of these criteria will be relevant to any assessment, depending on the subject area and the type of content.
 - a. Duplicate items in the same format
 - b. Items which no longer supports teaching and research
 - c. Items archived in a trusted digital repository, e.g. Scholars Portal.
 - d. Duplication of format of items
 - e. Items collected by a proximate library
 - f. Items in poor physical condition and that no longer support teaching and research
 - g. Items which are irrelevant due to content, currency, or format
- 2.3 Deselected items that are also identified as a last copy and considered to be deserving of ongoing retention and access within the wider NEOS Library Consortium (NEOS) should be donated, as per requirements, to the NEOS Last Copy Program.

3. On-Going Weeding

- 3.1 These methods provide weeding opportunities as a result of an immediate issue or problem with the material(s) in question:
 - a. As new editions are purchased, decisions are made about retaining or withdrawing older editions.
 - b. Withdrawal decisions regarding serials on subscription are usually determined by the Librarian and the Cataloguing and Serials Subscriptions Technician when the subscription begins. As a result, some serials are automatically replaced when they are superseded.
 - c. Items in poor condition or missing pieces that are returned to the Information Desk are routed to the Librarian and the Acquisitions and Access Technician

for a decision about replacement, rebinding, repair, or withdrawal, with input by Faculty as needed.

- d. Items that are declared lost (either through Circulation routines or inventory) are routed to the Head of Technical Services for possible replacement, with input by subject specialists.

4. Systematic Weeding

4.1 These methods require preliminary work on the part of the Librarian and typically involve larger amounts of materials from individual areas of the collection. Thus, these methods are project-level and are more likely to involve relevant Faculty for subject-matter expertise. Special formats may require additional consideration beyond the listed weeding criteria:

- a. Multiple copies or multiple formats that are no longer necessary should be withdrawn. An example of this is to weed duplicates in the Business section, as well as individually weed print book titles that have been replaced by an electronic book format and are no longer popular in print but remain popular as an eBook. In addition, as formats for audiovisual materials change, the Library has weeded the older format (e.g. VHS videotapes weeded in favor of DVDs).
- b. Subject areas are examined by the Librarian and relevant Faculty for research value within the subject area. Typically, this type of weeding removes outdated, inaccurate, or irrelevant material and is closely aligned with usage, age of publication, and checkout statistics.
- c. Periodically, the Library conducts a serials review to make sure that the Library is providing Faculty and students with the materials that are critical to the College community and academic programs. While the purpose of this review is not strictly cancellation, it is important to make sure that resources for serials are devoted to materials that are essential to the College community. In cases of cancellation as part of a serials review, the Library has not traditionally withdrawn retrospective print serial holdings from the collection.

4.2 The complex nature of systematic weeding benefits from consistent use of procedures and regular dialogue by the library staff as well as relevant stakeholders.

5. Process

5.1 The Librarian is responsible for periodically reviewing the collection and conducting both ongoing and systematic weeding of materials, with the support of the Library staff. Decision-making regarding weeding is ultimately conducted autonomously by the Librarian, based on periodic reviews of the collection.

- 5.2 Weeding involves various services. As a result, scheduling and coordination of effort is essential. In deselection items from the collection, appropriate workflow steps need to occur to remove the item records and bibliographic records from the catalogue, involving the Cataloguing and Serials Subscriptions Technician. As well, coordinating the logistics of removal of items is the responsibility of the Acquisitions and Access Technician.
- 5.3 Implementation of weeding will need to be aligned with the workload of all Library staff, the state of the collection, space savings targets in relation to renovation projects, and the scale of a weeding initiative. Depending on the scale of deselection, a project plan detailing the goals, timelines, resources, and workflows may need to be developed and approved. As appropriate, an annual process to plan and coordinate weeding projects, in relation to the above factors, is to be implemented. This is the responsibility of the Librarian in collaboration with the Circulation Support Specialist, Acquisitions and Access Technician, and Cataloguing and Serials Subscriptions Technician.

B. DEFINITIONS

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| (1) | College: | means Keyano College. |
| (2) | Deselection: | means materials need to be removed and weeded from the collection due to lack of relevancy (updated / new version, superseded editions), damage or because they have become lost/missing. |
| (3) | Faculty: | means Keyano Faculty. |
| (4) | Library: | means Keyano College Library. |
| (5) | NEOS: | means a Library consortium consisting of 17 Canadian university, college, government, and hospital libraries with 49 sites between them. NEOS's holdings consist of books, electronic books, databases, and journals. Requests for physical materials are received through SirsiDynix Symphony's Workflows platform. SirsiDynix Symphony is the library's integrated library system (ILS). |
| (6) | Retention: | means the length of time materials need to be collected and kept in the collection. |
| (7) | Weeding: | means to deselect items and make room for growth in Library's collection. See Deselection definition. |

(8) **Withdraw:**

means to remove material from the collection, including the record from the catalogue and related holding systems.

C. RELATED DOCUMENTS

- [NEOS Last Copy Program](#)
- [Library Collection Development Policy](#)
- [Library Inventory Procedure](#)

D. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
06/01/2021	New	All	Librarian	Director, Student Services