

# **Beaufort County Community College Library**

## **Weeding Policy**

Weeding, or deselection of library materials is the process of discarding items of all formats that are obsolete, unnecessary duplicates, rarely used, or damaged. This process is essential for the maintenance of a current, academically useful library collection. Librarians are responsible for conducting an ongoing effort. Faculty and department members are regularly consulted when specific items are recommended for deselection.

Materials deemed by the Director of LRC with the aid of other librarians, faculty, and/or staff members in their area of expertise to be unnecessary or superfluous are withdrawn.

### Criteria to Consider for Weeding:

- Value to the collection
- Physical condition
- Duplication
- Coverage of subject by other materials
- Age or obsolescence
- Use and/or frequency of use
- Periodicals which are not indexed

### Criteria to Consider for Replacement of Weeded Materials:

- Support of the curriculum
- Copyright date
- Frequency of use
- Format or version of material