Ref: SITE/AO/P&D/02/2021-22/04   **Date: 04.02.2022**

OFFICE CIRCULAR

Sub: Central Library - Weeding out of obsolete documents –Reg.
Ref: Letter dt. 04.02.2022 from Dr T V Rama Krishna, Coordinator, IQAC

***

Acquisition of new documents, a continuous process, necessitates additional shelf space for them. Storing all documents acquired by the library permanently is neither affordable nor essential. Moreover, many documents, especially in information and communication technology, electronics, computer science, etc the technology gets updated on a continuous basis. This makes weeding out of old and obsolete documents a regular affair. The reasons for weeding out include:

(a) Availability of limited shelf and floor space in the library,

(b) Heavy recurring expenditure on binding, dusting and cleaning, preservation and maintenance of documents as well as shelf and floor space,

(c) Obsolescence of literature due to continuous and rapid technological developments in the fields of science and technology,

(d) Accumulation of ephemeral literature like pamphlets, trade literature, annual reports, catalogues etc.,

(e) Overshadowing of active documents on the shelves by old inactive documents with very limited use over a period of time by the users, and

(f) Risk of the users consulting obsolete or out-of-date documents.

To minimize these problems and for maximizing the floor space use, some categories of documents should be periodically reviewed and weeded out from the library collections. These include old editions of directories, yearbooks, buyer's guides; trade literature and manufacturer's catalogues; newspapers, ephemeral journals, magazines, pamphlets, newsletters; project reports, progress reports and annual reports; old and obsolete editions books and monographs, old standards, documents available CD/DVD-ROM formats; corrupted audio/video cassettes, CDs, DVDs; and damaged and unrepairable documents.

The list of obsolete documents suggested by the Stock Verification Board should be put up for consideration and recommendation by the LAC. After the recommendation of LAC, approval of Head of the College is obtained for weeding out the documents.

Procedure for Weeding out

(a) Removal of documents to be weeded out from the shelves and arranging them in a separate room,

(b) Assessing of current and archival value of documents by LAC or the Board of Officers constituted for the purpose,

(c) Segregation of documents to be weeded out,

(d) Preparation of a list of documents to be weeded out along with recommendations LAC or Board and sending to the Competent Authority/Head of the College for approval,

(e) Stamping "WEEDED OUT DOCUMENT" on the title and secret page of weeded out documents, enter in the remarks column of Accession Register and OPAC, and

(f) Disposal of the weeded out documents as per the College policy.

PRINCIPAL

Principal
Sasi Institute of Technology & Engineering
TADEPALLIGUDEM - 534 101
W.G.Dist., (A.P.)