

SVKM'S
Narsee Monjee Institute of Management Studies
R. M. Deesai Library

Date: 25th August 2015

To:	From:
Dr. Rajan Saxena (Hon'ble Vice Chancellor)	Mr. Shivanand Sadlapur (Librarian)

Sub: NMIMS Libraries Books Weeding Out Policy

Dear Sir,

As advised in LARC, please find attached NMIMS Libraries books weeding out policy. This is for your kind advise and approval please.

Kind regards,

Sincerely,

Shivanand S. Sadlapur
Shivanand S. Sadlapur

*Let us discuss this in
Library Committee also*



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NMIMS Libraries Weeding out Policy

According to five laws of Library Science, Library is a growing organism. Every year there is huge growth in the collection of the library resources but the stacking space is not increased as per the requirements. One of the best solution for this problem is weeding out of unwanted, old edition, worn out books, less used resources from the library collection. Weeding of collection is an important activity in the library and it should be done periodically to update library collection and in order to achieve a well-balanced, pertinent and usable library collection that satisfies the current and future needs of the users.

Criteria for Weeding out of Library sources:

Before initiating the weeding out procedure, at individual school level, library should frame withdrawal committee or library committee for proper verification. The committee should consist of librarian, subject experts, HOD and Dean of the institute.

The library should prepare a list of books to be weeded out and submit it to the librarian for further action. The list should provide full bibliographical information of the selected book for weeding out. After weeded out of books, prepare a withdrawal register to maintain records of weeded out of books and update in automation software as well.

The following categories of materials can be considered for weeding out on regular basis:

I. Books: Books can be weeded out if

- a. Physically worm out, torn pages or beyond repair.
- b. Lost by library user (Student or Faculty) if they are not available in the market.
- c. Multiple copies and not much in use.
- d. Less / non circulated books since last three years.
- e. Out dated edition.

Procedure for weeding out of Books

- a. Prepare list of books to be weeded out.
- b. Take approval from the subject expert or faculty.
- c. Forward list to HOD for review.
- d. Submit it to the library committee/withdrawal committee for further action.
- e. Send final approval for the Dean / Principal / Director.
- f. Submit the same to LARC for information.

II. Periodicals: Periodicals (Journals and subject magazines) can be weeded out if

- a. Multiple copies.
- b. Old issues.
- c. Available in e-format.



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- d. Archives available in publishers website.
- e. Not related to institute's research field.

Procedure for weeding out

- a. Prepare list of periodicals to be weeded out.
- b. Take approval from the subject expert or faculty.
- c. Forward list to HOD for review.
- d. Submit it to the library committee/withdrawal committee for further action.
- e. Send final approval for the Dean / Principal / Director.
- f. Submit the same to LARC for information.

III. Non – book materials: Materials like VCD, Cassettes, CDs and DVDs can be weeded out if

- a. Less interest.
- b. Damaged visual and sound quality.
- c. Factual accuracy.
- d. Obsolete format.

Procedure for weeding out

- a. Prepare list of titles to be weeded out.
- b. Take approval from the subject expert or faculty.
- c. Forward list to HOD for review.
- d. Submit it to the library committee/withdrawal committee for further action.
- e. Send final approval for the Dean / Principal / Director.
- f. Submit the same to LARC for information.

IV. Project reports: project reports can be weeded out if

- a. No further improvement in the area of study.
- b. Out dated information.
- c. Physically worn out, torn pages or beyond repair.

Procedure for weeding out

- a. Prepare list of titles to be weeded out.
- b. Take approval from the subject expert or faculty.
- c. Forward list to HOD for review.
- d. Submit it to the library committee/withdrawal committee for further action.
- e. Send final approval for the Dean / Principal / Director.
- f. Submit the same to LARC for information.

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Recommendations:

1. The books which are in good condition may be given to other sister concerned libraries.
2. The library should weeded out some collection from the library to accommodate new books in the library.
3. Collect in pdf (Portable Document Format) of project report in CD/DVD from the student to create an archives in the blackboard.
4. Policy and procedure of weeding out should be revised regularly.



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