



SGT UNIVERSITY

UNIVERSITY'S LIBRARY WEED-OUT POLICY 2025



**Shree Guru Gobind Singh Tricentenary University
Gurugram (Haryana)**

D/vy/1606
06/05/25

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Date: 6TH May 2025

Regarding Draft Proposal – Revised Library Weed-Out of university

Please find attached the **draft proposal of the University's Library Weed-Out Policy** for your kind perusal and consideration.



Until now, the University has been adhering to a basic **Discard Policy** that primarily addressed only damaged or unusable library resources. However, in view of current academic and administrative needs, and in alignment with **UGC guidelines and best practices for academic libraries**, a comprehensive and structured **Weed-Out Policy** is proposed.

This revised policy aims to facilitate the systematic evaluation, withdrawal, and environmentally responsible disposal of outdated, unused, or irrelevant materials across all university libraries.

The proposed policy also outlines the constitution of a **Weed-Out Committee**, criteria for withdrawal, frequency of review, documentation protocols, and transparent disposal mechanisms.

You are kindly requested to review the draft and accord your approval or suggest any further modifications, so that the revised policy can be formally adopted and implemented across the university library system.

Looking forward to your valued feedback.


6/5/25
Dr. Suman Vij.
Director IQAC


Honorable Vice Chancellor

Pl. discuss along with the Librarian

Wm. Ls
6/5/25

Dis. IQAC

Disused. Pl. ensure that UGC guidelines in the matter are taken into consideration while finalizing.

Dis. IQAC

Wm. Ls
6/5/25

SGT UNIVERSITY, GURUGRAM

Library Weed-Out (Withdrawal and Disposal) Policy

1. Preamble

SGT University recognizes that a dynamic and academically relevant library is a cornerstone of quality education and research. The continuous accumulation of materials without periodic evaluation can compromise the library's effectiveness in supporting the evolving academic and research needs of the University.

This Weed-Out Policy aims to guide the systematic review, withdrawal, and responsible disposal of library resources, ensuring alignment with UGC Guidelines, best practices in academic librarianship, and the strategic goals of a progressive private university.

2. Objectives

The key objectives of this policy are to:

- Maintain a curated, up-to-date, and purposeful collection.
- Maximize the utility of available library space and resources.
- Improve access to high-demand, high-relevance content.
- Promote environmental responsibility through responsible disposal.
- Encourage academic departments to take ownership of collection development and maintenance.

3. Applicability

This policy applies to all resources in the central and departmental libraries of SGT University, including:

- Printed books and journals
- Government publications and reports
- Bound volumes of periodicals
- Dissertations, theses, and project reports
- Newspapers and magazines
- Audio-visual materials in physical format
- Outdated syllabi-based materials
- Non-functional media such as CDs/DVDs

4. Criteria for Weeding

Materials shall be shortlisted for withdrawal based on the following considerations:

4.1. Physical Condition

- Torn, brittle, water-damaged, or pest-infested items beyond repair.

4.2. Academic Relevance

- Content no longer aligned with current curriculum or research interests.

4.3. Usage Frequency

- Items not used or borrowed in the last 5–7 years (excluding classics or core references).

4.4. Duplication

- Excess copies of a title without proportional demand or usage.

4.5. Obsolescence

- Outdated technical/scientific data, superseded editions, or publications with revised content available.

4.6. Subscription Status

- Journals or periodicals with lapsed subscriptions and limited archival value.

4.7. Digital Availability

- Resources now available in reliable digital formats through university subscriptions or open-access platforms.

5. Frequency of Weeding

- **General Collection:** Every three years
- **Periodicals and Newspapers:** Annually
- **Technical Sections and Departmental Libraries:** As deemed necessary
- **Special Collections:** Reviewed under the guidance of subject experts

6. Weed-Out Committee Structure

A **Library Weed-Out Committee** shall be constituted to oversee, approve, and document the weeding process. The Committee shall comprise:

Position	Role
Dean, Academic Affairs	Chairperson
University Librarian	Member Secretary
Director, IQAC	Member
One Faculty Member from each School	Nominated by Deans
One Senior Faculty Member	Nominated by the Vice-Chancellor
One External Expert (optional)	Subject-specific recommendation
Library Staff Representative	Member

The Committee may co-opt additional members or subject specialists when evaluating discipline-specific material.

7. Procedure for Weeding

1. **Preliminary Shortlisting** by library staff based on usage statistics, condition, and relevance.
2. **Departmental Review** in consultation with concerned faculty or HoDs for academic validation.
3. **Committee Review & Approval** of the weed-out list.
4. **Final Documentation** with justification for removal and approval record.
5. **Disposal/Reuse** through any of the following methods:
 - Donation to rural/under-resourced libraries
 - Sale through auction or scrap dealers (with financial transparency)
 - Internal distribution for non-circulating reference use
 - Eco-friendly destruction/recycling

8. Documentation and Record-Keeping

The following records shall be maintained for **at least five years**:

- Title, author, accession number, and category
- Reason for weeding
- Method of disposal
- Date of committee approval
- Signatures of committee members

All weeded items shall be removed from the Online Public Access Catalogue (OPAC) and stock registers after final approval.

9. Review and Revision

This policy shall be reviewed **every five years**, or earlier as necessary, in response to:

- New UGC/NAAC/NIRF guidelines
- Technological advancements (e.g., digital archives)
- Changes in academic programs or university priorities

10. Final Authority

The **Vice-Chancellor** shall be the final approving authority for all large-scale weeding activities involving more than 100 volumes or rare materials.

Annexures (Optional):

- Annexure I: Weed-Out Approval Form
- Annexure II: Sample Documentation Log
- Annexure III: Disposal Method Record Sheet

Annexure I: Weed-Out Approval Form

SGT University Library - Weed-Out Approval Form

Department/School Name _____

Date of Submission _____

Submitted by _____

Designation	Amount
1. <u>Salaries</u>	100
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List of Items Proposed for Weeding

[illegible]

Initial Recommendations

- Faculty In-Charge Recommendation: ✓ Yes / ✗ No
- Remarks:

Library Staff Remarks:

Signature of University Librarian
Date

Annexure II:

SGT University Library - Weed-Out Documentation Log
(Weeded-Out Materials Record)

[illegible]

Signature of University Librarian

Date _____

NOTE: Please attach copy of approval from the committee .

Disposal Method Record Sheet SGT University

[illegible]

Signature of University Librarian

Date _____

NOTE: Please attach copy of approval from the committee .