

WEEDING POLICY & PRACTICES IN R. H. SAVE LIBRARY SDSM COLLEGE PALGHAR: A CASE STUDY

Dr. Sheela Godbole Paikrao
Sonopant Dandekar College,
Palghar

***Abstract:** This paper discusses about the importance and implementation of weeding policy and its practices in college library. This paper also discusses the standard practices and policies in R. H. Save Library. The focus is discussed regarding the importance of needed practice of weeding in order to keep the collection upto the mark fulfilling the needs and growing varied demands of the uses following the guidance set by National Knowledge Commission avoiding space problems for the continuous flow of the new arrivals.*

***Key Words:** Weeding Practices, Weeding Policies, Collection Development, and College Library.*

Introduction:

Academic libraries offer a number of knowledge & information resources for various purposes in the form of books and other study materials along with a number of dedicated online databases. Therefore today's librarians are called unique resources for students and researchers. Today's librarian comprises books, journals, magazines, monographs, textbooks, reference books and theses/dissertations in printed and digital form or available online in the form of a database. But the main mostly used collection of any academic library is to reading material in printed form. Even in evolved ages and technology, printed reading material's importance remains the valuable and most usable form of knowledge. Collection development and its management at the library level is a continuous process and requires special attention in designing the special policy and practices of collection development regarding the new arrivals and making the required space available by implementing effective practical well design policy of weeding to avoid different problems like space for new arrivals and particularly adjustment for the reading material and management regarding preservation repair and weeding out the weedable material as they require additional shelves, additional stack form and additional staff to maintain the collection development upto date.

Academic libraries play the role of a repository for reading & learning material as well as e-resource materials like books, journals and other physical material as well as e-resource materials. Today's libraries are dedicated to keeping books for a selection of knowledge and different purposes like reading for reading and group interaction, explanation and creative creations.

Need and Importance of Weeding the Reading Material:

As the library growing organism. As the old books and new books, both are important to the user but there are many limitations to keeping the collection as it is or in growing form due to shortage of space; every library has to weed out outdated which incurred increased cost of maintenance and which also disturb the routine library management. Implementing a weeding policy in the library helps to make the best use of available space, available resources and human resources weeding the library material which is maintained in printed form can be helpful to increase focus and use of electronic resources through open access or through a library subscription. Weeding is also important to avoid increasing the cost of maintenance for the presentation, maintenance and archiving cutting the cost of human power. It is necessary to weed the heavily damaged and unused reading material particularly torn and damaged old books not used frequently by users and remain on open shelves. Building for continuously growing new books will not be feasible for every institution therefore such materials are weeded out.

Importance of Weeding: This is an important function of the library to

- Make available space for new arrivals
- To make upto date collection
- To make it advanced and easier for staff users to use
- To meet the latest and required demands of the uses
- To save the human resources & time of collection management

Guidelines of the National Knowledge Commission to the Library Regarding Collection Development:

The National Knowledge Commission is a high-level advisory body formed by Government & India to guide and design reforms to focus on important areas such as education, industry, technology, Agri and e-government. The commission designed the roadmap and policy for fruitful growth in the field of education particularly focusing on the development of academic libraries. As per guidelines issued by the National Knowledge Commission (NKC) regarding collection development and evaluation of collection and services, all libraries must develop their core collection to satisfy the user community's needs. The libraries must maintain better qualitative and quantitative standards.

The important recommendation of the commission regarding academic libraries is to form a library commission. The library collection must be dynamic and relevant to the users. The body also focused on the importance of the weeding policy and its implementation in libraries and weeding out of books should be the mandatory process. The weeding policy should be developed to weed out outdated and torn books every five years. Libraries & Librarians should be careful regarding the selection of reading material and its appropriateness to the requirements of the users, faculties have to suggest by the library to avoid unused, useless, torn collections.

About R. H. Save SDSM College Library:

SDSM College is the biggest college in Rural Palghar dist. With big strength of tribal students. R. H. Save Library is enriched with a vast collection of books in languages English, Marathi, Hindi of the main Indian language is large number and Sanskrit &Gujrati as per demands. The collection includes many rare books, the archaeological section's also rich. The periodical section houses more than 101 journals& magazines and 18 daily newspapers.

The library has big collection due to the increasing strength of the students every year along with the increasing demand of Textbooks & Reference books and the reading area ultimately increasing the collection in the restricted library area it is very difficult to accommodate new arrivals in the library. According to Dr. S. R. Rangnathans five laws of library science, library is a growing organism the collection of the library is increasing year by year. It is necessary to weed out overcrowded, unused, torn, outdated, and irrelevant materials from the stack. As per the sustainable and useful principle library policy is to keep the collection which is credible, useful, and users need.

Our library designed a policy for weeding out the reading materials.

Objectives:

- To focus on the importance of weeding policy and practices in the study area.
- To find out the criteria to weed out from the present collection.
- To implement the policies to accommodate the new arrivals implementing, weeding out policy.
- To follow the guidelines, policies and standard practices of weeding out in the library.

Scope and Limitations of the Study:

The standard policy set by college authoring as per the guidelines of NKC and UGC the R. H. Save Library SDSM College as a practical and its weeding procedure are used as methods for the study.

Weeding out Policy and Collection Development:

For a rich and balanced collection development in an academic library. Implementation of well-designed policy guidelines is vital. Collection development is the supreme continuous and longer-term process of the library. For the proper implementation of the collection development policy, The involvement of policy makers& implementers policy users and final authoring for controlling & directing is important as it also involves the weeding process according to Evans (1995) weeding process is impartial demand of collection development according to Evans. The library should purchase the material considering ease of use, reliability, space, cost & demand.

R. H. Save Library Weeding Policy and Practices:

Library Committee is the competent authority to examine & recommend the weeding out standard norms.

Composition of the committee

1. Principal, The chairman of the Library committee
2. All heads of the departments (HOD) as members
3. Librarian as Secretary

The list of weeding material recommended by the library committee shall be placed before the executive committee of the college headed by the chairman of the SonopantDandekarShikshanSanstha including secretaries of the Sanstha to examine the weeding out report endorsing the recommendations and again sent to the Librarian for the weeding out processing. Before weeding, the reading material will be exhibited in the college for the faculty and students in the form of a weeding-out books exhibition. At that time of the exhibition faculties & students will select the reading materials useful for them and purchase for their personal use at their own cost. The remaining reading material will be kept for further processing and will be discarded from the present stock.

Criteria for Weeding:

- Textbooks that are not currently taught must be withdrawn
- Reading material which is damaged and out of repair condition must be withdrawn
- If the damaged material is out of publication or rare may be considered to transfer to the archaeology collection
- The material which is with low circulation must be withdrawn
- Books And the content which is out of date must be weeded
- Old reading materials when the latest prints are available and procured must be weeded out
- Unused collections by faculties and students to other users are ugly, worn beyond repairIrrelevant to the needs of the users must be withdrawn

Conclusion:

It is found that the weeding policy and practical approval of R. H. Save Library SDSM College are proven important aspects in the collection development about making space for the new arrivals following standard national international, National Knowledge Commission and UGC norms. The wedding policy applied in the library resulted from its selection of space human resource problems focusing on the user's satisfaction by providing updated reading material most easily.

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