Title: **Weeding and Discard Policy**

<table>
<thead>
<tr>
<th>Operational area:</th>
<th>Collection Development</th>
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<tbody>
<tr>
<td>Target audience:</td>
<td>Departments and Library</td>
</tr>
<tr>
<td>Originator:</td>
<td>ACM / Ng Chay Tuan</td>
</tr>
<tr>
<td>Effective date:</td>
<td>September 2015</td>
</tr>
<tr>
<td>Remarks (if any):</td>
<td>See also Procedures for Discard PP-ACM-150813-01-A; and Bulk Paper Waste Disposal PA-ASD-150916-01</td>
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<table>
<thead>
<tr>
<th>Policy statement:</th>
<th>To manage and maintain a wide-range and in-depth library collection according to prescribed intensity levels</th>
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<td>Purpose:</td>
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1. **Purpose**

   1.1 Maintenance of collection is necessary so that relevant, current and useful titles are visible and accessible. By withdrawing or replacing titles that are no longer useful, shelf space is released for newly acquired materials or converted to other community space thereby keeping the collection and the library attractive and inviting for staff and students.

2. **Definition**

   2.1 Weeding refers to the withdrawal of items. When an item is weeded from the shelf, it may be removed from the shelf and placed in the storeroom or stack.

   2.2 Discard refers to the disposal of items. When an item is discarded, it will be disposed of and permanently removed from the library collection.

3. **Weeding Item or Individual Title**

   3.1 Physical condition
   Items are worn, damaged and beyond repair or binding.

   3.2Obsolete format
   Hardware or software to use audio-visual materials or computer files is no longer available.

   3.3 Contents
   - 3.3.1 Contents contain outdated information that is superseded by new edition.
   - 3.3.2 Contents contain outdated information that does not facilitate historical study or research.
   - 3.3.3 Trivial works that are of no discernible literary or scientific merit and no longer popular.

   3.4 Currency is essential
   Information provided is no longer accurate and cannot be applied in practice. Examples include statutes and standards.

   3.5 Duplication
   - 3.5.1 Multiple copies of the same title and edition.
   - 3.5.2 Alternative format such as electronic copy has been provided.

   3.6 Irrelevant to curriculum or research
   Titles that are no longer in use because of a change in curriculum where some programmes are phased out.

   3.7 Poor usage
   Titles that have not been used or not circulated in the last few years. Refer to CREW modified formula for the subject area and their corresponding number of years with no usage.

   3.8 Old publications
   Older titles that do not offer recent trends and developments in any subject.

4. **Weeding of Collection**

   4.1 CREW Guideline

   The CREW guidelines are adopted and modified for the weeding of titles of different subjects. CREW formula uses the factors below to decide whether a title will be weeded.
a. Age of material – number of years since copyright date
b. Maximum permissible time without usage – number of years since the last check-out date
c. MUSTIE factors – Misleading (3.4), Ugly (3.1), Superseded (3.3.1), Trivial (3.3.3), Irrelevant (3.6), Elsewhere (*material may obtained expeditiously elsewhere through interlibrary loan, or in electronic format)

4.2 Modified Formula

In addition to the age of publication of titles within a particular subject area and the last loan date, the frequency of use will also be considered.

Subject – Age of publication/Number of years without usage/Total number of loan

Computer Science 3/3/2 – Weed a book on Computer Science if the copyright is more than 3 years ago, with the last check-out date recorded more than 3 years ago, and the total number of loan is 2 or fewer.

Engineering 5/3/3 – Withdraw an Engineering book published more than 5 years ago that has been borrowed on 3 or fewer occasions, and was last borrowed 3 years ago

Science 5/3/2 – Withdraw a Science book published more than 5 years ago that has been borrowed on 2 or fewer occasions, and was last borrowed 3 years ago

Business 5/3/3 – Withdraw a Business title published more than 5 years ago that has been borrowed on 3 or fewer occasions, and was last borrowed 3 years ago

Social Sciences 6/3/3 – Withdraw a Social Science title published more than 6 years ago that has been borrowed on 3 or fewer occasions, and was last borrowed 3 years ago

Humanities 8/3/3 – Weed a book on humanities if the copyright is more than 8 years old, with the last check-out-date recorded more than 3 years ago, and a total number of loan is fewer than 3.

Art, Design 8/3/3 – Withdraw an Art, Design & Media title published more than 8 years ago that has been borrowed on 3 or fewer occasions, and was last borrowed 3 years ago

4.3 MUSTIE

Items will be weed if they are MUSTIE, that is, when one of 3.1 to 3.6 applies.

5. Weeding by Material Type

5.1 Reference Title
   5.1.1 Print edition of titles may be withdrawn if an electronic edition is available.
   5.1.2 Titles published more than 8 years ago.

5.2 Periodical collection
   Print edition of titles are relegated from the library shelves if an electronic copy has been provided unless they are meant for leisure browsing.

5.3 Audio-visual collection
   Items whose format can no longer be played on equipment provided by the library.
6. **When to Weed**

6.1 Ongoing weeding

6.1.1 Weeding of item or individual title is an ongoing process that is carried out at all times

6.1.2 Ongoing weeding of item or individual title is done by library staff.

6.2 Scheduled weeding

6.2.1 Weeding of collection keeps the collection current, relevant and attractive in the library. Systematic weeding is carried out using the modified CREW guideline.

6.2.2 Systematic weeding will be scheduled for these subjects

<table>
<thead>
<tr>
<th>Subject</th>
<th>Interval</th>
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<tbody>
<tr>
<td>Computer Science</td>
<td>Every 2 years</td>
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<tr>
<td>Business</td>
<td>Every 8 years</td>
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6.2.3 Weeding of the other subject collection will be activated by the Library Management (LMM) when the need for space or expansion of collection arises.

6.3 Responsibility

6.3.1 All staff

Items may be weeded by sight at the service counter or during shelf-reading. These items are

6.3.1.1 Worn, damaged and beyond repair or binding (see 3.1)

6.3.1.2 Obsolete (see 3.2)

6.3.1.3 Superseded by a newer edition (see 3.3.1)

6.3.1.4 Duplicates (see 3.5.1)

6.3.2 Subject Librarians

Titles may be withdrawn from the shelf as and when librarians come across them and found them to be

6.3.2.1 Outdated (see 3.3.2)

6.3.2.2 No longer accurate (see 3.4)

6.3.2.3 Irrelevant to curriculum or research (3.6)

6.3.2.4 Of poor usage (see 3.7)

6.3.2.5 Old publications (see 3.8)

6.3.3 Subject Library and Access Services Division (ASD)

6.3.3.1 Titles weeded from the shelves will be moved to the stack.

6.3.3.2 Location of withdrawn items is to be updated in the LMS.

6.3.3.3 The holding area for withdrawn titles will be managed by ASD.

6.3.3.4 Systematic weeding of subject collection will be carried out at the subject library

6.3.4 Acquisitions & Collection Management (ACM)

6.3.4.1 ACM will provide information on publication and verify the publication status of a title where necessary.

6.3.4.2 A list of e-journals will be provided for weeding.

6.3.4.3 Journal issues in print and e-format will be identified.
7. **Discard Policy**

7.1 Publication

Publication refers to a book, journal, report, standards, map, case study, government document, audio-visual production from trade or non-trade sources, published or produced in print, microform, analog/digital or electronic format.

7.2 Policy

7.2.1 The Library will retain one good copy of all publication owned.

7.2.1.1 Retained copy may be in print, microform or electronic format.

7.2.1.2 When the good copy retained is in electronic format, the library must have easy access to the e-copy regardless of its state of permanence.

7.3 Exceptions

7.3.1 Items that are damaged or beyond physical repair will be discarded. If the book is accompanied by materials such as diskettes, charts, CDs, these accompanying materials are discarded as well. However, items will be kept if they are

7.3.1.1 Part of a numbered set

7.3.1.2 Publications on Nanyang University or NTI or NTU

7.3.1.3 Rare book, first or limited edition, and autographed copy

7.3.1.4 The only copy of a Singapore or SE Asia title in Singapore and the title is out-of-print

7.3.1.5 Classic, award-winning titles and works from Nobel prize winners that is out-of-print

7.3.2 Items that are of little or no discernible literary or scientific merit will be discarded after consulting the Library Management (LMM).

7.3.2.1 Titles available in the commercial market will only be discarded 5 years after being purchased when the items are still in good condition.

7.4 Records of discard

Proper documentation of discarded items must be kept and maintained.
(Refer to Procedures for Discard)

7.5 Methods of disposal

7.5.1 Items marked for discard will be

(a) offered to other libraries or institutions; and/or

(b) offered to student clubs or societies for fund raising; and/or

(c) offered for sale.

7.5.2 Items will be disposed when there is no take-up to the above offers after a year.

NTU theses, research reports and project reports are confidential documents that will be shredded if they are to be disposed.
(Refer to Procedures for Discard)

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