

AXE LIBRARY GUIDELINES

Weeding Statement for the General Book Collection

Deselection or weeding is the process of withdrawing collection materials to maintain up-to-date and relevant collections that support the research needs of the University and the broader needs of all library patrons. In order to provide the best user experience, the library may withdraw materials deemed superseded, no longer relevant to the collection, and/or in a condition that renders them unusable.

Primary deselection and weeding responsibilities lie with the Collection Development Librarian, supplemented with input from Students, Liaisons, Faculty and Administration as needed. Weeding in specialized areas (Government Documents, Special Collections, Periodicals, Reference, etc.) will be done jointly with the librarians and staff in those areas and departments. Materials in Government Documents to be weeded are covered by Federal and State laws and will be handled as required by statutes.

As needed, a list of deselected or to-be-withdrawn items will be sent to each Liaison who will communicate the information with their corresponding faculty and academic departments. Faculty may review the materials in person and can recommend items to be retained. A period of two weeks will be advertised for in person review of materials. Final decision to retain an item lies with the Liaison to the department. After this period of time the library will withdraw from the collection the remaining reviewed materials.