

## AXE LIBRARY GUIDELINES

### Weeding Statement for the General Book Collection

Weeding, the withdrawing of materials from the collection is a part of the total effort to collect and maintain library resources. As the mission of Pittsburg State University includes an emphasis on teaching and scholarship, the library will withdraw materials selectively and with due consideration of the needs of the institution.

Materials that are deemed to be superseded, obsolete, and/or in a condition that renders them largely unusable will be weeded.

Weeding of the general collection is the responsibility of the Collection Development Librarian. Responsibility for the weeding of the Government Documents, Periodicals, Reference, and Special Collections units will reside with the librarians of those respective areas. The Collection development Librarian will determine if items from the Reference collection should be transferred to the general collection or weeded.

As needed, a listing of items being considered for weeding will be sent to each library unit and each academic department. Faculty may review those items in person. A period of two weeks will be given for this review. At any stage, a recommendation not to withdraw causes the item to be reshelfed in the collection upon the concurrence of the responsible Librarian. At the end of this period, remaining materials will be discarded at the discretion of the library.

Government Documents to be weeded are covered by Federal and State laws. They will be handled as required by statute.