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## POLICY ON WEEDING

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**Effective Date:** September 2009

**Originating Office:**

Library Administration  
Office

**Supersedes /Amends Policy dated:** March 2008

**Policy Number:**

T-5

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The evaluation of items already in the library collection is an important element in collection management. This evaluation is necessary because library collections are not static, space available in the library is finite and new items are added continually, and because information dates quickly in many subject areas. The value of an item to the collection may change for several reasons, including:

1. The information in the item may no longer be accurate, be dated or superseded.
2. The item may be physically damaged, and beyond repair.
3. The item may no longer be relevant to the curriculum or research interests of the Concordia University community. Lack of use or circulation over a period of time may be part of the evidence used to judge if an item should be weeded. Works that have historical or long term research significance are not weeded.
4. Duplicate copies are not kept, unless usage justifies duplication.
5. Electronic copies of print titles are considered duplicates if the electronic version contains complete and equivalent information, if the electronic version is owned by the Library and/or a consortium of which the Library is a member, and if perpetual access is assured through appropriate licensing and archiving provisions.

Since the criteria for weeding may vary among subject disciplines, subject librarians are responsible for developing specific weeding criteria, and for reviewing those with the Associate University Librarian, Collection Services, as a preliminary to any weeding project. Large scale weeding projects may be proposed by a Unit Head to the Associate University Librarian, Collection Services, for review by the Library Administration, and should include scope, rationale, methodology, and timelines.

The Library disposes of weeded materials in accordance with University policies, considering methods such as donating to other libraries, offering to non-profit library exchange programs, recycling or disposing of items.