

SUBJECT: Collection Development: Weeding

MANUAL: Health Sciences Library Policy & Procedure

POLICY: Weeding

RESPONSIBLE PERSONS: Library Staff

POLICY

1. Weeding or de-selection of materials shall be conducted on a regular basis.
2. Materials shall be removed from the collection when superseded by a new edition. However, if it is judged that an older edition is still of continued value, it will be maintained in the circulating collection until decisions are made to discard it.
3. College of Nursing Faculty, Residency Program Directors, and Medical Staff shall be consulted during the weeding process for their advice regarding materials chosen for removal from the collection.

WEEDING GUIDELINES:

Books

1. Titles published earlier than 10 years from current date will be weeded with the exception of:
 - a) First editions of standard works
 - b) Classic titles for which no later edition is available or disciplines included in Medical Education or College Curricula
 - c) Titles designated by Program Directors or College Faculty
 - d) Titles by Mount Carmel Authors
 - e) History of Nursing
 - f) Trends in Nursing
 - g) Theory of Nursing
 - h) Statistics about Nursing
 - i) Standard reference materials for which there is no later edition
 - j) Leisure Reading Collection items, as appropriate
2. **For titles published on a regular schedule, the current edition and previous edition shall be kept. All earlier editions shall be discarded, except for items noted above.**
3. **Non-current editions may be retained upon specific designation by Faculty, Program Directors, or Administrators.**

Journals

1. Journals older than current fifteen years will be discarded. Exceptions may be made.
2. Only journal titles that support the clinical, educational, administrative, or research activities of Mount Carmel customers will be retained.

SUBJECT: Collection Development: Weeding

Media formats

1. Audio-recordings and video-recordings will be discarded no later than 10 years from date of publication.
2. Microfilm journals will be retained indefinitely, or for the life of the medium.

East and St. Ann's Medical Library Collections

1. The same criteria for de-selection (weeding) of the book collections will be used at East and St. Ann's Hospitals as are used at West Hospital.
2. Journal issues will be retained for 5 years at MCSA, and 3 years at MCE, then they will be transferred to MCW for retention evaluation.

DEVELOPED BY: Library Staff

REVISED BY: Library Staff

REVIEWED BY: Stevo Roksandic, Director

APPROVAL FOR IMPLEMENTATION BY:

DATE:

DATE: 5/26/03

7/16/07

7/16/07

Ann Eschelle

8/7/07