



// विद्या परंम देवतम //



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Library and Information Resource Centre

Weeded –Out Policy

According to UGC Committee on University and College Libraries (1965) headed by Dr.S.R. Ranganathan "while weeding out, it is necessary in service libraries - and generally modern university libraries are service libraries - that it should not be done by the libraries of the country in an uncoordinated way for, it is necessary to preserve a few copies of every book somewhere in the country for the use of posterity-and particularly for antiquarian and bibliographic research".

Exactly how many books are there in the library at present? How many books have been lost since its inception in the last 40 years. In order to see this, weeding out policy was considered for the first time in **March 2005**. Accordingly, book verification of the entire library was done. After that every three years the library has checked for unreturned books and missing books. This is reported to the Hon'ble Principal. For this the following policy is adopted:

A) Who Should Weed Out?

Weeding out is an exercise which requires necessary judgments and expertise. The librarian has to be personally involved in it. If needed, members of Library Committee or the nominee(s) of the College authority or members of a committee appointed for the purpose may take decisions and implement weeding out the materials from the library. The advice of subject experts or senior faculty members, whose judgments can be trusted, should be taken for this purpose.

B) Identification of Publications to be Weeded-out.

The library will identify the surplus/damaged and /unwanted documents, i.e., books, journals & magazines, student projects, newsletters, progress reports, pamphlets, etc. on the following basis.

- i) The books which are very much mutilated and not repairable.
- ii) Due to the old building of the school adjacent to the college library, the infestation of

termite is seen in the library to a large extent. Such adulterated books should be found and destroyed immediately.

iii) The number of termited and damaged books are immediately reported to the

Hon'ble Principal and requested to take measures in this regard.

iv) All old editions of textbooks, except one copy of each edition and five copies of latest edition are destroyed.

v) The issues of journals and magazines which are more than 20 years old.

vi) Ephemeral material (e.g. newsletters, progress reports, annual reports, pamphlets)

include materials that lose their value after a certain period of time. These

documents should be recommended for weeding out after an interval of one year.

vii) The documents which are lost in transactions should be recommended to weed out as per the guidelines, rules and regulation laid down by Government and Goods Office Committee.

viii). The books which are not traceable during the stock verification.

ix) The outstanding documents against the person who is no more associated with and

hardly a chance of getting back and no alternate source of recovery available from

him/her.

x) The LAC may retain any good document on the basis of content value even if that has

been selected as per the above parameters.

xi) The old editions of encyclopedias and other reference works should not be weeded out.

Drafted by ; Dr.Pradip Himmatrao Barad (Librarian)

Submitted for kind perusal.

Sanctioned by ;



Gauli.
(Dr. Subhash D. Gawhane)
PRINCIPAL
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शि.प्र.मं.तात्यासाहेब महाजन
कला व वाणिज्य महाविद्यालय
चिखली
जि. बुलडाणा -४४३२०९



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Shri R.G.Shete
President

Shri P.P.Bhala
Secretary

Dr Subhash D. Gawhane
Principal

Date :- 20-11-2023

Declaration

The Information reports, true copies of the supporting documents, numerical data, etc. furnished in this file is verified by IQAC and found correct.

Hence this Certificate.

(Dr.N.K. Gaikwad)
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