

**Kentucky Wesleyan College
Howard Greenwell Library**

WEEDING POLICY

The following guidelines and procedures provide for the systematic elimination of materials from collections of Howard Greenwell Library. The Library staff does not presume to have expertise in all subject areas of the collection; therefore, faculty and librarians will participate jointly in the evaluation process.

1. The Library Director will determine the areas of the collection to be reviewed. Ordinarily, one program will be selected each year to participate in the evaluation process. The Director will meet with the faculty in that program to discuss specific problems related to the Library's holdings within their discipline and to explain the weeding process.
2. Before faculty and library staff examine an area, the materials within that area will be marked to indicate
 - a. titles added within the last 5 years
 - b. titles checked out at least twice in the last 3 years
3. Library staff and faculty will examine the shelves, selecting titles to be considered for removal. Criteria for selection include, but are not limited to, publication date, content currency and circulation frequency.
4. These titles will be placed on shelves in Technical Services, where they may be reviewed by other faculty within the discipline, interested faculty from other areas, and other library staff. Any of these individuals may select titles to be returned to the collection. The materials will remain in Technical Services and available for review for a period of four weeks.
5. At the end of that time, remaining titles will be withdrawn from the collection and placed in storage to await the Library's next book sale.