

Pennsylvania Highlands Community College Library
Weeding Policy

The Pennsylvania Highlands Community College Library defines weeding as the process for actively discarding or transforming materials in the collection to best support the academic programs offered at the College.

Books and materials in other formats that do not support the mission of the College and do not fit into the Library's Collection Development Plan should be removed from the collection order to maintain a current, active and useful collection

Weeding needs to be an active and integral function of the Library in order to:

- Insure a relevant collection that supports the College's and the Library's mission.
- Make active items more visible, attractive and accessible.
- Make the collection more able to support academic programs and promote student research.

The following criteria should be used when considering items for removal from the collection:

- Items that are inappropriate to the mission of the College and Library.
- Monographs not cataloged in the Library's catalog.
- Items that have not been used in the past ten years, based on circulation statistics.
- Badly worn or mutilated materials (if these materials are deemed essential then they will be replaced.)
- Duplicated copies of seldom used items.
- Serials for which no available index exists.
- Short broken runs of outdated periodicals.
- Unsolicited and unwanted gifts.
- Obsolete materials.
- Items not relevant to the current or anticipated curriculum.
- Items that are available in another format that may be more accessible, affordable or otherwise beneficial. (electronic, microfilm, etc.)

All items selected for weeding will be reviewed by librarians before being permanently discarded.