



ST. HUGH'S COLLEGE, OXFORD

WEEDING POLICY

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Weeding Policy

One of the principal purposes of the Library is to develop and maintain a collection primarily relevant to undergraduates and postgraduates, although it is also used by tutors and lecturers in some subjects. The Library is unusual and fortunate in having some room for expansion, but the existing stock must from time to time be weeded in order to create space for acquisitions. This is an essential part of library management.

Weeded stock may include:

- material that is deemed by fellows with teaching responsibilities to be no longer serviceable;
- materials for subjects no longer taught in College and which are deemed irrelevant to other current teaching areas;
- superseded editions, with the exception of first or notable editions, or copies which are for other reasons noteworthy (e.g., rare editions, donations by fellows of their own works, etc.);
- duplicate titles, unless a proven demand exists for multiple copies;
- items in poor condition that are beyond reasonable preservation efforts, provided that a replacement copy can be purchased for a sensible price.

It is recognised that weeding is more easily carried out in some subjects than in others. The application of uniform weeding policy across all subjects would run the risk of removing items which might be of interest to future scholars, possibly those investigating the history of the subject. While practical weeding procedures should be in place for all subject areas, it should be stressed that it is not appropriate to weed the collections rigidly and uniformly simply in order to reduce the growth of stock held in the Library.

In making irreversible decisions about which works in the circulating collection are suitable for disposal, the involvement of fellows with teaching responsibilities is key. This is one of their duties, and the Librarian must actively solicit their opinions. The relevant fellows must endorse in writing the removal of any titles, and these records should be preserved.

The procedure for withdrawals will be carried out in agreement with fellows, and will proceed as follows:

Lists of books suggested for withdrawal will be prepared by the Librarian and Fellows will be invited to review their section by working from the list and/or by working directly from the shelves. Where a title is of possible relevance in more than one subject, there should be a presumption that those with any conceivable interest should be consulted.

To assist with the process, statistics of circulation usage will be provided by the Librarian. The process will be managed closely by the Library Fellow and the Librarian.

Particular sensitivity will be shown in the consideration of items which have been donated, works by members of College, etc.

Any material for disposal will be offered to College Members, other University libraries, for sale (with monies going into the book fund), to other UK or overseas libraries, or to charity shops. As a last resort, books are recycled.