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A TO Z ABOUT WEEDING-OUT LIBRARY MATERIAL

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STOCKTAKING AND WEEDING IN ACADEMIC LIBRARIES

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Abstract: This paper examined evaluation, stocktaking and weeding in academic libraries. Recommendations are made based on reviewed literature, findings and assessment parameters in focus.

Keyword: Stocktaking, Weeding and Academic Libraries

Introduction

Academic libraries can be divided into two categories namely; university and university libraries. Academic libraries perform functions that relate directly to the mission of the institutions they belongs to these functions are performed through the library collection processes. They provide materials for learning for all the various courses offered by the institution. They also provide resources and services to support research projects and provide information sources for the purpose of extra-mural studies, entertainment, recreation and general knowledge.

They act as depository of the institution's publications as well as other national publications. Because of the magnitude of the academic library resources, the library employ professional librarians who are highly qualified. Indeed it is the most developed type of libraries in the developing countries of the world because it enjoys better funding than other types of libraries. It is also worthy of note that that the fundamental functions of academic libraries include collection development management, selecting and acquiring. Collection development management is an all encompassing term that ensures that there is a balance of materials acquired with respect to various disciplines and types of materials. It also includes policy on the conservation and preservation of information materials no longer needed.

Process of Stock Taking

What the librarian could do is to take stock from one shelf or one section of the library to the other stated that stock taking is best done at the end of the academic calendar. Innovation in school curricular can make the content of a book inaccurate, wrong and misleading or irrelevant to user's needs. Materials in the library's collection that are often used by so many people (students, teachers) will suffer from wear and tear thus making the materials physically unusable. Weeding should be done to remove such materials from the shelves. Finally, it is important to note that "An unused book is not a good (book). The Library should be a practical thing to be used, not an ideal to be admired."

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The Weeding Process

The moment you start having challenges in getting new materials into the shelves, and when it is time for you to conduct weeding. It is also important to tackle one section at a time and ensure that you complete that section before you move on to the next section. It is also advisable to share the weeding responsibility with other members of your staff or you, weed in a team of two so that you can learn from each other and can keep each other from straying too far from your established criteria. To do this it is advisable that the team should consist of people from a different generation in order to bring generational perspective into the process. Weeding was rarely done flamboyantly, but usually in small sections with books discarded quickly and quietly. The most widely adopted strategy being used in the weeding process is the Continuous Review Evaluation and Weeding approach. CREW approach provides very good opportunity for academic libraries to fulfill their objectives (Texas State Library Association,

In the course of weeding, one approach is for the person conducting the weeding to do a quick and dirty weeding by going through the collection quickly and remove the worn, the dirty, the unattractive, the dusty, those with old binding or loose binding as well as materials that are unnecessarily duplicated.

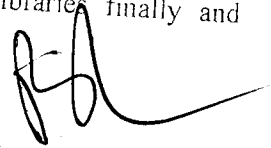
Apart from that, weeding could also be done by using the computer systems to provide the list of every item that has not circulated or enjoy enough circulation in the last three or more years. A young person and an elderly person can constitute a team. This will promote effectiveness in the weeding process as many things will be taken into consideration from the different generational point of view. One other way of weeding is to examine materials as they are returned to the circulation desk. Materials that are damaged, equated 01 rarely used are set aside and are eventually prevented from getting back to the shelves.

Importance of Stock taking and Weeding academic libraries

Library collections such as books, audio-visual materials, periodicals, maps, and other electronic resources, are the cornerstone of any library service and needs to be secured. Stock management is essential for any library development, and aims to ensure that the records in the library cards corresponds with the holdings in the library, to alert the library of missing items in the library, and to provide statistics on the usage rates of library books. Swart stated that the big advantage of stock taking is that one has a record of what is available in the library without spending time looking for books that are missing. He further highlighted that people see it as a tedious mechanical task to be completed as soon as possible.

5. Challenges of Stocktaking and Weeding in Academic Libraries

Opined that research materials should be collected in advance of need and retained in perpetuity. contributes to a substantial reluctance on the part of libraries finally and irremovably to eliminate a book from the collection.






- Another challenge is inadequacy of funding for academic libraries which may relegate evaluation of the library to the background in the face of other pressing and immediate demand.
- Insufficient librarians in academic libraries.
- Lack of management support (both institution management and library management)


Conclusion :

This paper identifies the fact that stock-taking and weeding is integral part of collection management. The three concepts help in managing collections in the library. It looks at how stock-taking and weeding are conducted in an academic library environment. This is so because stocktaking and weeding helps the library to provide relevant, accurate and up to date information materials for its clientele. They help the library to know the strength and weaknesses of its collection. They help the library to prepare appropriate and adequate budget that will cater for its needs every year. They enable library to provide adequate security system for its collections against theft of materials.

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