

LIBRARY MATERIAL WEEDING OUT PROCESS AND RULES-REGULATIONS

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Abstract: *Due to lack of proper information, circulars, institutional rules, government regulations and professionally useful accounting and financial complications, coupled with lack of proper guidance, many librarians (public and academic) do not take the initiative to weeding out library reading material. According to Dr. Ranganathan's fifth law, "Library is a growing organism", the question of space is one of the most important and critical problem of the library. To solve it, the best solution is to weeding out the old, outdated and useless library reading materials to keep the library up-to-date, collect and acquire useful reading materials. Keeping this in mind, the researcher has made an attempt to write the present research article with the aim of dispelling the related understandings and misunderstandings of the librarians, to let them know the proper guidance, information, circulars and working class of the process.*

Keywords: *Book, Library, Circulars, Policy, Weed Out, Write Off, GR, etc.*

Introduction:

The researcher has been working in the field of library and information science as a assistant professor and library professional, librarian for the past 23 years and has visited various National, State, University, Research Institute, College, School, Public, Technical, Medical Museums, etc. libraries in India and Maharashtra. Observations made from time to time during these visits led the librarians to make some measures to make room/space for new reading materials by disposing of old, outdated and unusable reading materials due to the huge problem of library space. Addressing this critical problem, all the factors related to the weeding out process have been discussed in order to avoid any difficulties for the librarians in discarding the unnecessary reading material.

"Library is a growing organism" The influence of the laws in the Pancha Sutras narrated by Dr. S. R. Ranganathan is widely felt by librarians, library professionals and users today. There are also people who believe that the bigger the size of the library, the more useful it is. On the other hand, the Kothari Education Commission has stated that even a small collection of carefully selected books can make a surprising difference in a user's life. The University Education Commission of 1948, chaired by Dr. Radhakrishnan, expressed surprise at the fact that books that were not useful were not weeded out in the library.

Concept of Weeding out/Write off of Reading Material:

The concepts of annulment are similar to the familiar English words null, invalid, void, weeding out and write off. But weeding out is more commonly used in library and information science. In various dictionaries weeding out means disposal of mutilated damaged book, to get rid of as useless retain means writing off, getting rid of useless literature. The weeding out means removing material that is not required through screening, cross-checking and shifting.

Shri D. B. Madiwale has pointed out in his book on college library management that weeding out and writing off have a lot in common. It also means extracting books / texts /reading materials from the library, reducing them, and writing off them. And also Mr. Awasthi, Librarian, Kendriya Vidyalaya Udaipur has used the word discard for this. Keeping all the above concepts in mind, the books to be weeded out can be displayed directly in the library. But the books written off are only available in the library as lost or overpriced by the users which is not actually reflected. Therefore, they are permanently removed from library records. From this it can be seen that it is mandatory to write off the book weeded out from the different concepts of weeding out and write off.

Library Material Weeding out Policy:

In order to keep the library up-to-date, to develop the knowledge base and to make effective use of the reading material, unnecessary reading material is removed from the library. This requires that the weeding out process be done in writing to be processed. For this, the first step is to consider the following points in the literature cancellation policy.

1. Policy Planning for Discontinuation of library material.
2. List of books to be withdrawn from the library.
3. Plan of Reading material, when, who, what time, weeded out.
4. Chaining of reading material, cancellation/weeded out process.
5. Reading materials, disposal/sale/donation/waste/storage of such materials after cancellation /weeded out to plan.
6. Determining policy regarding library accession entry, account department entry process and write off.

Reading Material Weeding Out Policy: Need

The Library Committee of the University Grants Commission has stated the need for the publication of reading material as follows. The use-value of most textbooks is generally lost / depreciate within 25 years. During this time, there is a possibility of new concepts and information being added to the contents of this reading material. During such times, keeping external reading material in the library does not serve any purpose of the library. On the other hand, the bookshelf space is limited. Therefore, it is a good policy to weed out/write off old unnecessary books regularly and make room/space for new ones. Apart from this, the following reasons lead to weed out/write off of reading material.

- 1) Scarcity of space
- 2) Unsuitability
- 3) Expenditure on library preservation
- 4) Obstacles to search books in shelf
- 5) Deterioration of library quality.

Also, depending on the type of reading material, books/reading materials are also subject to change from time to time, in which

The literature includes:

- 1) Text books
- 2) Reference Book
- 3) Non-book material (Print & Non-Print)
- 4) Periodicals
- 5) Research journals. etc.

Reading Material List for Weeding Out:

As a general rule of thumb, reading materials may be removed from the library for weed out/write off in accordance with the type policy as follows.

- 1) Torn reading material,
- 2) Dilapidated reading material,
- 3) Serials
- 4) Textbooks
- 5) Multiple copies of reading material
- 6) Science-Technical reading material
- 7) Periodicals
- 8) Manuscripts
- 9) Microforms/CD/DVD/Cassette
- 10) Project / Thesis Report
- 11) Old editions of various publication
- 12) Question Paper itself
- 13) Lists of Miscellaneous Publications
- 14) Newspapers
- 15) Specimen copies
- 16) Donation or gift copies
- 17) Maps
- 18) Course manuals
- 19) Other Library Materials (eg. membership card, book card, membership register, library file/volumes)

According to Mr. S. G. Mahajan, (Retired librarian of Pune University) regarding preservation of archive and library working documents, "It is not necessary to save all the documents for many years. Also, it is not necessary to save the whole file for many years. For

this, it is necessary for every organization to take a strategic rule of which number, which paper should be saved every year. Even though the decision regarding University Library is taken by the Executive Board through the Library Committee and the Executive Board of the Institution is taken on the recommendation of the Library Committee regarding the College Library, it is necessary to maintain the records of the matters related to financial transactions. Accordingly at least 25% of unnecessary / useless reading materials / papers can be processed /discarded for weeding out/write off after accepting eligibility.

Reading Material Weeding Out/Write off Procedure:

In order to keep the reading material in the library up-to-date, it is necessary to regularly dispose of unusable reading material, but the following obstacles arise:

1. Fear of lack of reading materials.
2. Sanctity of reading literature (regarding religious scriptures).
3. Fear of sequential/textbook re-curriculum.
4. Reader's Criticism.
5. Various University Grants Commission Acts.
6. Rules and Regulations of the Government of India and the Government of Maharashtra regarding various cancellations.
7. Apprehension regarding the inspection of Accounts Department.
8. Over employment is expected to increase.
9. Ignorance regarding reading material cancellation process.
10. Lack of proper direction and decisions from the parent organization, head office, etc.
11. Rules of governance regarding public libraries.
12. Constitution of Central Government.

Reading Material Weeding out/Write off Procedure: Guidelines, Circulars, Rules Guidelines:

The following points should be prioritized while considering the guidelines regarding cancellation of reading materials.

- 1) Determining the liability of one to cancel reading materials.
- 2) To determine if/when the reading material should be cancelled.
- 3) Abolition of reading materials.
- 4) Reading material should be canceled by any method/procedure.

University, State Government and Central Government Reports, Circulars, Rules, Directives/Orders:

It is necessary to consider the views, opinions and guidance of experts in the field of library and information science while carrying out the weeding out/write off process of reading materials. Also, it is necessary to consider and implement the instructions, orders and guidelines given by the committee or the executive or the office for disposing the reading materials. This will make it easier for librarians to carry out the cancellation process.

It is in the interest of libraries and librarians to carry out procedures like reports, circulars, rules, laws, directives and orders of some experts, autonomous organizations, universities/colleges, state governments and central governments regarding the suppression of reading material. An attempt has been made here to give only an indicative list of all the circulars as it is not possible to give them in full detail in place of the literature available other than circulars. From that we should get detailed original documents.

University Circulars :

- 1) University of Pune: Ref. No. RC/1032, Dt.28/09/1972
- 2) Marathwada University, Aurangabad: Ref. No. MUL/3557-3647, Dt.15/10/1982
- 3) Swami Ramanand Teerth Marathwada University, Nanded: Ref. No. SRTMUN/Lib/1996-97/675-780, Dt. 15/10/1996
- 4) Swami Ramanand Teerth Marathwada University, Nanded: Ref. No. SRTMUN/Lib/1997-98/446-562, Dt. 25/07/1997
- 5) University of Mumbai: Ref. No. JNL/VPR/2002/273, Dt. 23/04/2002
- 6) SNTD women's University Library :Agenda Item No.7 Consideration of the withdrawal Policy

- **Rangnathan Committee Report : Yr. 1957**

- **University Library Committee as per the Maharashtra Universities Act, 1994, (chapter IX column No.75 (01))**

- **State Government Circulars.**

- 1) Government of Maharashtra GR, Finance Department, No. FNR.1084/CR-1093/GEN-5, Dt. 17/09/1985
- 2) महाराष्ट्र शासन, वित्त विभाग, शासन निर्णय क्र. मआरव-1088 / प्र.क्र.30 / विनियम दि.02/12/1991.

- **Central Government Circulars**

- 1) Government of India, Ministry of finance, GR No. F23 (1) E.II (A)/83, Dt.07/02/1984.
- 2) Government of India, Ministry of finance (Dept. of Expenditure) O.M.No. F23 (7) EII(A)83 Dt.07/02/1984 & Dept. of Supply U.O.No.I., D.No.I, No.PIII-(5)/82 Dt.17/01/1983 and C.A.G.S.U.O. No.1964-TA.II/21-83, Dt.23/12/1983.
- 3) Government of India, Ministry of finance Department of Expenditures, General financial Rules 2017, Dt.11/02/2017.

Conclusion:

While the library is carrying out the process of weeding out/write off of reading materials, various institutions including universities, state governments and central governments have to complete the process of weeding out/write off the reading materials in the library based on the circulars, rules and regulations. Also, it is in order to follow the instructions, orders, rules and guidelines of your own college and institute at this time. If all the above discussed matters are followed and properly implemented, it will be in the interest of the library, librarian, college and institution. The information in this article is for guidance purpose only. For this purpose, it would be useful to carry out the reading material weeding out/write off process with more detailed information. Only the information known to the

researcher is presented here. This is not necessarily perfect. The researcher has tried to review this briefly. Also, there is no doubt that the process of weeding out/write off of library reading material will automatically reduce the time and effort required by the library staff to provide proper services to the readers.

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