
**A TO Z ABOUT WEEDING-OUT PROCESS OF LIBRARY
MATERIAL: A CASE STUDY OF YESHWANT MAHAVIDYALAYA
LIBRARY, NANDED (MS)**

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Abstract : *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, to keep the library up-to-date, collection and acquisition of useful reading materials is the best solution to discard/weed out the old, outdated and useless reading/library materials. All the library professionals know this, but no one can seem to be trying to say it. Some librarians seem to keep old reading materials longer than new ones for fear of losing reading materials. Rather than a problem of space, such literature tends to be cramped; bookworms and boring, and thus falls prey to other new reading materials. Many librarians (public and academic) do not take the initiative to cancel such reading material due to non-availability of appropriate information, circulars, institutional rules, government regulations and professionally useful accounting and financial complications, along with proper guidance. Keeping this in mind, the researcher has made an attempt to write the present research article with the aim of removing the related understandings and misunderstandings of the librarians, to let them know the proper guidance, information, circulars and working art of the process.*

Keywords : Book, Library, Librarian, 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these visits led the librarians to make some measures to make room/space for new reading materials by disposing of old, outdated and unusable reading materials due to the huge problem of library space.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.

Yeshwant Mahavidyalaya Library, Nanded: A Study of Library Material Weeding Out Process

In this article, the researcher has discussed the various issues while briefly reviewing the library material weeding out process. Along with this research, the researcher has briefly reviewed the process of weeding out reading material carried out in Yeshwant Mahavidyalaya Library, Nanded. Efforts of readers, library staff, librarian, professors, library committee, accounting department and principal have been successful in keeping the reading material collection up to date. The efforts made by the presentation library should be known to others. They should be aware of the procedures, circulars, rules and laws, should be presented with a positive role towards the management of the establishments of other places as well as our management.

The college in which the researcher is working, the principal of the college and the parent institution Shri Sharada Bhavan Educational Institution, which runs the college, are greatly appreciated for successfully carrying out the process of weeding out reading material in the library. As per librarian's request of weeding out library material, received a positive and affirmative response from the principal and management. The method of work, proper evaluation of the work done, efforts made by the library staff to keep the reading material up to date, supportive guidance of the principal, coordination with the library committee members and the principal, and positive attitude of the management officials, the process of weeding out the reading material was implemented effectively and perfectly completed. A brief overview of the weeding out process is detailed below:

Yeshwant Mahavidyalaya, Nanded: Introduction

Shri Sharda Bhavan Education Society laid the foundation of Yeshwant Mahavidyalaya, Nanded in 1963 and since then the institution has been emerging as a premier institution of higher education in Marathwada region. The college has nineteen research centers in Arts, Commerce and Science. Yeshwant Mahavidyalaya has a long academic tradition of excellence in research and scholarship. It is one of the 47 colleges in the country recognized as College with Potential for Excellence (CPE) by UGC New Delhi in the first phase in 2004 and re-accredited with "A+" grade with 3.27 CGPA (IV Cycle) by NAAC Bangalore.

The college has successfully implemented the PARAMARSH scheme of UGC New Delhi from September, 2019 to September, 2021 and helped six institutes in the department to get NAAC recognition. The College has been awarded the Best College Award by Swami Ramanand Teerth Marathwada University Nanded. The College is proud to have received the

Best Principal Award (2008-09), Best Teacher Award and Best NSS Officer Award. The college was awarded Maharashtra State Level First Prize (Rs.5,00,000/-), Parent University Level First Prize (Rs.2,00,000/-) and Nanded District Level First Prize (Rs.1,00,000/-) by the Government of Maharashtra named "Jagar Janivancha" received for "Sex Equality" programs implemented on campus under the initiative. The organization reached its highest pinnacle by receiving the Indira Gandhi Best NSS Program Officer Award from His Excellency the President of India, Hon'ble Shri Pranab Mukherjee in New Delhi.

Yeshwant Mahavidyalaya Library, Nanded: Brief Review

Yeshwant College Library has been functioning since the establishment of Hema College (1963 AD). The college campus is spread over two floors with a total area of 18000 square feet. Yeshwant College Library is rich in intellectual property, library, reading materials and research papers. This includes Print and Digital format reading materials. In this library etc. 55652 unique bibliographic titles from 1950 till date are available against 106263 books. Apart from this, 805 monographs, 61 national and international research journals, 42 periodicals, 16x4 newspapers and volumes of 4657 research papers since 1963 are available.

The YMN library is a member of N-LIST, an information database run by the Shodhsindhu consortia run by Infflibnet. In which more than 6000 national and international research journals and more than 3300000 books are available. The library is fully computerized through SOUL3.0 software. Apart from this, a separate 10 computer laboratory is available for providing Internet services and Digital Resources to the readers. Two computers are working independently for WebOPAC. Recently a separate website of the library is also functioning on the Internet to provide updated information about all the services of the library. Also the WebOPAC of SOUL3.0 software is also available on the Intranet and Internet through which various services are provided to the readers. Under the UGC Consultancy Scheme the library has served, guided and assisted six other libraries as consultants to face the NAAC assessment and recently these institutions have successfully achieved NAAC grade.

Weeding Out Procedure for Library Material :

First, after taking over the charge of this library in September 2015, I have conducted a brief review of the day-to-day operations of the entire library. After that, the entries on the register were carefully examined and various entries such as Junior College, Senior College, Bounded Volumes, Book Bank, CET CELL were found as per the instructions and then the various entries of the library were examined. As a librarian looked at the library collection, all kinds of serials, bibliographies, dictionaries, encyclopedias, university course books, miscellaneous reports, specimen copies, etc. were found mixed in the library book collection.

Academic reading materials available in the library were first systematically arranged on the shelves by different subject areas according to the DDC classification system. Therefore, it is easy to distinguish what is useful and non-useful literature from the point of

view of the librarian/readers. In this way junior, senior, periodicals, volumes, bibliographic books, course books, reports and inter-library reading materials etc. were selected separately and their structure and arrangement was carried out class wise in the library.

From the establishment of this college library (1963 AD) till date, the library has stored unusable, out-of-date, missing, dilapidated, many times repaired and/or non-repairable materials, unmanageable and unusable, periodicals, newspapers, publishers' publications. Old yearbooks of our college, gratis by other colleges, annual reports of institutions, sets of question papers (old/ongoing), old publications on gratis by publishers and donors, Diwali issues, old university papers clippings, circulars of universities, government, institutes and colleges, dissertation project reports and other short readings that and dry / Insect infested reading materials were found lying on the shelves of the library in large quantities. Also tables, chairs, cupboards, racks, computers, electronic and electrical materials were lying unusable and within a short time after three months the NAAC committee was going to meet in the college for assessment. It was necessary to update the library by removing the material from the library.

For this purpose, first a meeting of College Library Committee was organized. The primary information of all the above matters was presented orally before the committee in the meeting and after the meeting all the library committee members inspected all the useful materials (Book, Non-Book material and resources) in the library. From that, the need to create space in the library came to the attention of the selection committee. According to the library committee, A recommendation has been made to the principal to weeding out and write off the useless library material in the Library. As per the recommendation of Library Committee Hon. Principal, It was recommended that the principal should give permission to the management of the parent institution for the weeding out library material. The management directed a committee to carry out the drafting process as per the rules and send the report for final approval.

As per Hon. Management orders, A committee was formed by the Principal, in which Mr. Treasurer, Management Representative (Coordinator), Hon. The Principal (Chairman of the Committee), Librarian (Secretary of the Committee), Accountant, Superintendent, Chairperson of the Library Committee and one head of each department in the faculty were appointed. The committee also examined all the useful materials in the library. After that, the policy was decided for the weeding out/write off reading material and other material and the librarian were informed to carry out their responsibilities.

For this the following policies and procedures have been decided.

- 1) First of all, the evaluation of the reading material collection should be done by selecting the number of reading materials according to their quality. For this, help of subject teachers should be taken.
- 2) The head of the department should conduct an inspection and recommend for weeding out the reading material of the junior and senior colleges according to the curriculum, subject wise, bibliography wise, and type wise. To be forwarded to the Principal.

- 3) Two copies of series/textbooks should be kept for reference while weed out process.
- 4) Weeding out process should be carried out by taking notice of the concerned department for the reading material purchased from the book bank fund and UGC grant.
- 5) Abolition of all extracurricular courses/textbooks during Junior and Senior College.
- 6) If new version of reading material is available then old version of reading material should be weed out.
- 7) Dilapidated, non-repairable, unfit for handling and use, torn pages, short-lived, vermin-infested and similar reading materials should be discarded.
- 8) Recommendations for cancellation of books and reading materials not found during stock verification two times.
- 9) Important periodicals, newspapers, clippings, annuals, reports, circulars, dissertations, reports, other useless materials should be removed.
- 10) Do not write off Subject Journals & Back Volumes.
- 11) Henceforth, the current papers should be published in periodicals every year.
- 12) All the previous question papers should be scrapped keeping only the question papers of previous two examinations.
- 13) Old lists should be scrapped by keeping lists of recent new publications.
- 14) Keep at least five copies of the annual issue of your college every year. Also, for reference, a bound volume of five copies of one copy of each year should be prepared according to the year of NACC assessment and the remaining copies of the annual issue should be scrapped.
- 15) After weeding out all types of reading materials, a detailed report (such as: accession number, book name, Publication year, price and total number of copies) should be sent to the Institution for approval by the Local Management Committee (LMC).
- 16) After the approval of the Local Management Committee (LMC) take appropriate action such as weeding out the entry in the accession register and recording the weeded out material in a separate accession register and report the same to the Compliance Reporting Institution.
- 17) After receiving the work compliance report, the said canceled reading materials should be disposed of as per the guidance of the organization for further action. Coordinate with principal and office.

After that, according to the established policy, all the reading materials were arranged subject wise by the library staff according to the classification system and made available in the library for inspection by subject teachers and department heads. The subject teachers thoroughly inspected the said reading materials and selected the reading materials to be weed out and saved and archived separately and recommended to their head of department for weeding out process. The total books of this reading material in junior college are 18239 which is a total face value of Rs. 633388.12 and the total books in senior college are 6236 which is a total of Rs. 185709.80 of face value. The senior colleges in this have a total of 2058 books from UGC grant which is Rs. 41836/- of face value, separate permission and approval was obtained by correspondence with UGC for weeding out process. Similarly approval and approval of book deposit was obtained by this separate correspondence for

cancellation of books. Thus the total number of books in the library is 24475 which is face value of Rs. 819097.97 was recommended to the Committee for the final cancellation process after appropriate deduction. Following recommendations of subject teachers, head of the department through the librarian. Final weeding out recommendations submitted to Principal along with the above recommendations.

A detailed report was added subject wise as follows and Hon. Principal forwarded this report to the Institute for final approval along with the recommendations of the Text book Cancellation Committee appointed as the next course of action. After this in the following period, A detailed presentation and discussion was held in the Local Management Committee (LMC) of the institute and approval was given to weeding out and write off the reading material.

Sr. No.	Acc. No.	Subject	Book Status	Pub. Year	Weeded out date	Cast Rs.	Remark

According to the approval of the Local Management Committee (LMC), a separate record of all the weeded out reading materials and original library accession register with weed out records and compliance report to the institution, Sent through Hon. Principal. On this, the organization (LMC) asked the said reading materials to be sold in scrap with appropriate action and the proceeds amount of scrap should be deposited in the accounts department and reported.

Finally, the prescribed procedure was followed and advertisement of junk sale was given in the newspaper. Pursuant to that advertisement, the waste reading material was sold to the agency concerned at a higher price. The total amount received from it was deposited in the accounts department of the college and a report was submitted to the institute along with the deposit receipt. After that, the detailed report of all these processes, along with the approval receipts, were submitted to the Institution Office, College Accounts Department and Library Department and all the appropriate awards were made.

Conclusion :

At Yeshwant Mahavidyalaya Library, Nanded, the process of weeding out of reading materials was carried out, as unused reading materials were removed from the library, making room/space for new incoming reading materials. Also, the time and effort required by the library staff to provide proper services to the readers was reduced. Apart from this, book cancellation policy was decided and implemented. Considering the limited space, equipment, furniture, manpower available in the library, keeping only the materials that stand the test of useful time in the library will be beneficial. It is true that a library should not be a museum of heavy collections but a tool to provide up-to-date information that meets the needs of the

readers. And if this is to be implemented in practice, it is the urgent need of the hour for library, college and institution management to decide the policy of library acquisition after careful consideration.

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