
COLLECTION DEVELOPMENT AND LIBRARY WEEDING PROCESS: AN OVERVIEW

Dr. A.B. Sarkale

Librarian

Late Ramesh warpudkar Arts

Commerce & Science College

Sonpeth Dist.Parbhani

Email: anntsarkale@gmail.com

Abstract: *Collection development is a dynamic and important process for every library. It consists of determining the selection policy, identification of the requirements, selection of documents, resource sharing and proper budgeting. It is very important to evaluate the library collection and library professionals play important role in the aspects. It is important to maintain a balance and qualitative collection. Finally, some unwanted items of the library to keep the collection update to avoid spacing problems for new collection to weed out tips provided to libraries*

Keywords: *Collection Development, collection development policy, Weeding and withdrawal*

1. Introduction:

Collection development is a vital process that provides the basic step for systematic development in library collection it is a challenging activity which involves acquiring selecting preserving and wedding out of documents after analyzing user needs. A good and proper library collection helps to serve in studying teaching research activity and fulfilling other leads of the library users

1.2 Definition:

According to lower Columbia College collection development is the means by which the library provides high quality information resources of print and non-print materials and provides access to electronics sources that will provides instructional requirements

IFLA states that acquisition and collection development focuses on the methodological and topical themes pertaining to acquisition of print and other analogue library materials and the licensing and purchase of e-resources.

1.3 Purpose of collection development:

The basic goal of the collection development process is to build a collection that help to satisfy the need of the library users, it is a duty of the library to assess and find the requirement of users and build up their collection. so that particular information can be

provided to each users. The library collection comprises materials that are in print and non-print electronic and other level formats.

It is a continuous process involves the participation of users' library staff, subject expert and others.

1.4 The purpose of collection development as follow:

- Develop a collection to satisfy the users need
- Selection of best and useful resources for the users.
- Provide better and current and updated information services according to users' approach.
- Review the old stock periodically and withdraw the unused useless sources
- Use of funding judiciously in buying new useful materials and documents.
- To ensure that available resource support and aim of the institute following certain policies and principles.

1.5 Steps of collection development

It is process of building a collection for meeting the information need of the users. The process consists of

1. Analysis of the information need
2. Developing a selection policy and implementation
3. Acquisition of materials
4. Evaluation of the policy
5. Resource sharing and its effect on collection development
6. wedding out materials etc.

1.6 Need of collection development

There are a number of reasons for which a systematic procedure is maintain while acquiring documents for library some of the needs for the collection developments are as follow:

- Increasing demand of the users
- Information explosion
- Budget constraints
- Availability of information resources in various forms print non print etc.

1.7 Collection development policy:

Collection development policy provides a theoretical overview that explains the educational social and cultural rational for the development of the collection. It also suggest

the directions, guidelines, controls and standards for the overall management of the collection.

P.Mosher states that "collection development is a process that should constitute a rational documented program guided by written policies and protocols and should reflect, in the sense a contrast between library users and library staff as to what will be required for whom at what levels."

1.8 Purpose of collection development policy as follow:

- To provide a public document which replace the internal process of evaluation by which the library decides the collection objectives.
- To represent an objective process for establishing long range and short range priorities for collection intensity and depth.
- To facilitate continuous planning and communicating priority
- To suggest guidance for fund allocation and approval profile construction.
- To decide the areas of co-operative sharing and development of resources.
- To provide guidance in weeding out materials from the collection.

1.8 Advantages of collection development policy:

- It helps in giving an accurate planning of collection development.
- It helps in best selection of resources for library and acquisition of library documents
- It helps in accurate use of funds for acquiring books and other library documents.
- It helps in weeding out of unwanted uselesmaterials.

1.9 Role of librarian and the library committee in the collection development:

The collection development activities require professionals such as the librarians for proper application. Collection development mainly requires subjective judgement and the expenditure involved. Regarding the judgement, the professional should have decide about the already existing collections and also selection of new resources. These activities require expertise and library knowledge as it will affect in shaping the all collection of the library. In this process Suggestions from subject experts can be sort out. Both short term and long term goals as well as priority have to be taken into account during selection of resources. Regarding expenditures budgets have to be allocated as per selection for purchase depends upon it.

Regarding the policy making and the management of the library, librarian is assisted by the administrative expert members of that particular institute. The librarian along with these persons comprises the library committee. In other words, library committee is a body consisting of several members that is engaged in governing a library.

Generally, universities and colleges set up library committee along with the librarian act as an advisory body and work together for policy development.

2. Wedding and withdrawal:

Wedding is key component in the collection development process. It requires removal of documents and materials from collection that are not useful or whose services are no longer required. The librarian with the library staff evaluate the collections periodically taking into account the currency, relevance, condition and age of the document. These materials that meet the standard criteria are kept in the library. In the modern age of information explosion, number of documents are published daily, new ideas and thoughts are generated out dating the previous once. Moreover, the problem of funding and space have to be considered.

2.1 Need for wedding the library material:

- Certain types of library material getting outdated over the period and not required to be in the library anymore.
- These outdated and unused books are requiring heavy costs of maintenance to libraries and slow down or even obstructing the work flow of library management in various ways.
- Shortage of shelf space
- Duplication of materials
- Increasing use of E-Resources
- Maintenance of Cost
- Increasing Building construction cost

2.2 Barriers:

- Due to the attachment to the books and its importance to library material and with their collection does not allow librarians to withdraw their material.
- Unable to distinguish the unused unwanted material
- The most important aspect is unable to withdraw the criteria for weeding the material
- Not able to approach academic departments, authorities for making proposals for weeding of library material that were once purchased sustain heavy expenditure.
- Non-coordination from academic departments, inactive attitude of higher authorities and audit objections.
- Lack of attention and time to isolate unused books in the library

2.3 Some of the points to be considered before weeding the materials in library as follows:

- List of the latest books should be suggested by the faculty members as per course requirement rather than choosing from suppliers lists.
- Librarian should have considered before accepting donated books
- Unwanted duplicate or irrelevant books donate to other small libraries but it should be in good condition.
- If the physical condition of the book is damaged to sell or it should be destroyed.

Conclusion:

According to Fifth Law of Library Science and due to information explosion and information variety collection development should depends on the users need and day to day information needs are changing collection management policy is depending on library management If the unnecessary library material weeding out regularly rich collection can get to the users so weeding out policy should be implemented accordingly.

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