1. **Scope: Weeding Out Procedure**
2. **Responsibility: In-charge of Maintenance Section**
3. **Procedure**
   1. Weeding is a periodic or continual evaluation of resources intended to remove items that are no longer useful from the collection.
   2. To ensure that the information materials are useful and accessible and to avoid trouble for the users in finding interesting and relevant materials, the LIC has been carrying out weeding at regular intervals.
   3. The periodic weeding out makes the collection more visually attractive and more inviting to users.
   4. One of the major objectives of the weeding out in libraries in general is to alleviate space constraints. Whereas the Institute library and information centre at present is having enough space.
   5. Considering this, the LIC has been following a temporary weeding out procedure.
   6. In the temporary weeding out procedure, the outdated items will be removed from the active collection and kept separately in a room. The titles removed from the active collection will be marked in the OPAC for the attention of the users.
   7. However, in future the temporarily weeded out books will be removed permanently from the collection with the recommendation of the Library Advisory Council and the approval of the Director.
   8. The permanently weeded out books by the Director will be marked in the Accession register.
   9. The following books are taken from the active collection as a part of temporary weed out.
4. Highly damaged beyond their use
5. Outdated book