1. **Scope: Weeding of Print Information Resources**
2. **Responsibility: Library Staff**
3. **Policy and Procedures**
	1. With the objective of removing outdated print information resources from the collection and to facilitate timely retrieval of relevant information resources by the users weeding out policy and procedures have been formulated.
	2. Weeding will be carried out in two phases. Phase 1: Temporary Weeding and Phase 2: Permanent Weeding.
	3. In Phase 1, the library staff will identify the most out dated books and damaged books beyond repair, remove them from the active collection and keep them separately in a room in an organized way. The details of such temporarily weeded out books will be recorded in a Temporary Weeded Out Resources Register and necessary remarks will be made in the OPAC against each title weeded out. Though removed from the active collection those books will be accessible to the users if needed.
	4. In Phase 2, the temporarily weeded out books along with their price details will be placed before the Library Advisory Council for consideration and recommendation for permanent weeding.
	5. The LAC approved list will be placed before the Director for final approval.
	6. The finally approved books will be permanently removed from the collection by making necessary remarks in the Accession Register against each book and by deleting the entries in the OPAC.
	7. The permanently weeded out books will be send to the Stores Section for disposal.
	8. The temporary weeding out will be carried out at regular intervals of time where as the permanent weeding will be carried out only when the LIC face space constraints.