


VERSION NO. 1	MANUAL TITLE STUDENT SERVICES MANUAL	DOCUMENT NO. SSM 4.4
	DOCUMENT NAME INVENTORY AND WEEDING OF LIBRARY RESOURCES	REVISION NO. 0
		EFFECTIVITY DATE APRIL 17, 2017
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1.0 OBJECTIVES

- 1.1 To determine the missing books and other materials from the collection and to reconcile differences between the library accession record and actual physical count.
- 1.2 To discard obsolete and damaged materials from the collection.


2.0 SCOPE

- 3.1 This procedure applies in the inventory of existing materials, assessing materials in relation to needs of instructional units, and weeding outdated and inappropriate materials. An annual inventory and weeding will determine the development of existing collection and assess how the quality and quantity of collection meets the needs of the borrowers.

3.0 POLICIES

- 3.2 The librarian shall supervise the inventory of the library collection.
- 3.3 Inventory process shall be done by actual physical count of the library resources versus the library accession records.
- 3.4 The librarian will prepare the inventory report and report of lost library resources submitted to the Property Office.
- 3.5 The librarian shall select library resources for weeding. The criteria for weeding are as follows:
 - 3.5.1 Obsolescence
 - 3.5.2 Physical condition
 - 3.5.3 Significance
 - 3.5.4 Usage
 - 3.5.5 Teacher recommendation
 - 3.5.6 Duplication
 - 3.5.7 Availability of updated materials/Superseded
 - 3.5.8 Irrelevant
 - 3.5.9 Misleading



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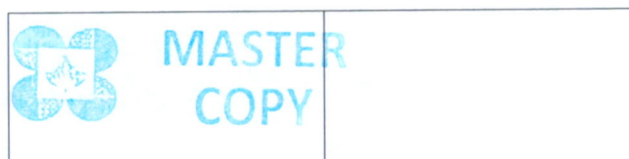
3.6 The librarian should be careful in weeding out library resources with value. Criteria are as follows:


- 3.6.1 Research value. It is important not to weed out materials with research potentials.
- 3.6.2 Out of Print. Where a material is out of print and even has the less probability it may be of use, it should be retained.
- 3.6.3 Local History. Most local history, humanities, and social sciences must be retained, no matter what the condition is or its lack of use.
- 3.6.4 Annuals and school publication
- 3.6.5 Award winning books
- 3.6.6 Classics

4.0 PROCEDURES

4.1 Inventory

Responsibility	Activity
Librarian	<ol style="list-style-type: none"> 1. Checks file and generates reports of unreturned resources. 2. Recalls overdue resources borrowed by customers. 3. Conducts inventory of collections 4. Segregates collections requiring repair. 5. Prepares list of missing collections. 6. Searches missing items against Book Cards of unreturned books of customers, list of withdrawn books, list of missing books from last inventory. 7. Returns list of missing items with appropriate remarks.



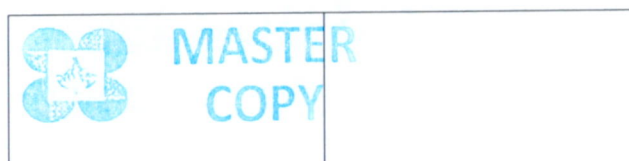
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8. Makes a Summary of Inventory and updates the records.

9. Submits Summary of Inventory to Property Office.

4.2 Weeding




Responsibility	Activity
Librarian	<p>1. Sorts out and segregates items from inventory process for and weeding.</p> <p>2. Makes list of weeded out books.</p> <p>3. Evaluates the List of Books to be Weeded Out and sends the list to Curriculum and Instruction Division for initial approval.</p>
Curriculum and Instruction Division Chief	<p>4. Approves list of books for weeding.</p> <p>5. Sends the list of approved weeded out books to the Student Services Division Chief and Campus Director for final approval.</p> <p>6. Records the weeded out books in the Accession Record Book.</p> <p>7. Prepares the books to be weeded out and ready to be pulled out or released anytime.</p> <p>8. Updates/Reconciles the accession record, shelf list card and library database.</p> <p>9.</p>



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5.0 LIST OF FORMS AND REPORTS

- 5.1 Forms
 - 5.1.1 Weeding Form
- 5.2 Reports
 - 5.2.1 Summary of Inventory
 - 5.2.2 List of Books to be Weeded Out

PREPARED BY: 	APPROVED BY: 	 MASTER COPY
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