



The Catholic University of Eastern Africa

TITLE	AUTHOR
PROCEDURE FOR WEEDING LIBRARY STOCK CUEA/DVC ACD/LIB/10	UNIVERSITY LIBRARIAN
	NO. OF APPENDICES:
	NONE

AUTHORIZATION

This Quality Management Procedure is issued under the authority of:

TITLE	DVC ACADEMIC
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NOTE:

1. Write amendments on the page provided (Clause 0.2)
2. Controlled copies of this document will be in the DVC Academic and the University Librarian Office

0. CONTENTS AND RECORD OF CHANGES

0.1 Table of Contents

Revision	00		Date	24 – Dec 2010
----------	----	--	------	---------------

	Standard Operating Procedure	CUEA/DVC ACD/LB/10
Title	PROCEDURE FOR WEEDING LIBRARY STOCK	Page 2 of 4

0.	RECORD OF CHANGES.....	2
1.	PUPROSE	2
2.	SCOPE	2
3.	TERMS AND DEFINITIONS.....	3
4.	REFERENCES	3
5.	PRINCIPAL RESPONSIBILITIES	3
6.	METHOD.....	3
7.	APPENDICES	5

0.2 RECORD OF CHANGES

No.	Date <i>(dd-mm-yy)</i>	Details of Changes		Authorization
		<i>Page</i>	<i>Clause/subclause</i>	<i>Title</i>

0.3 Distribution / Circulation

This Standard Operating Procedure is available at relevant functions for authorized users.


1. PURPOSE:

To ensure that the University Library maintains up-to-date information resources to support research, teaching and learning activities programs of the University.

2. SCOPE:

All information resources maintained by the university library that are judged to be unsuitable for academic use in the university according to the Library Weeding Policy (Ref. Library Policies Manual)

Revision	00		Date	24 – Dec 2010
----------	----	--	------	---------------

	Standard Operating Procedure	CUEA/DVC ACD/LB/10
Title	PROCEDURE FOR WEEDING LIBRARY STOCK	Page 3 of 4

3. References:

- 3.1 ISO 9001:2008, Quality Management systems –Requirements
- 3.2 Library work instruction manual
- 3.3 Library Policy Document
- 3.54 CUEA Quality Management Manual

4. Terms and Definitions

The terms contained in the CUEA quality Manual shall apply in addition to the following:

- 4.1 **Circulation** – The term “circulation” refers to the charging and Discharging of Library documents for the Library patrons.
- 4.2 **CUEA Library** - Catholic University of Eastern African Library.
- 4.3 **Weeding** - A Library process aimed at removal from general circulation, information resources.


5. Principal Responsibility:

The University Librarian shall have the ensure efficient implementation of this procedure.

6. Method:

- 6.1. Senior Library Staff Board shall set the dates for Annual weeding programme for particular subject area according to University Library Calendar and assign to a Senior Librarian the responsibility of weeding that particular subject area
- 6.2. The University librarian shall request the relevant Dean of Faculty to appoint at least three members of the teaching staff to be involved in the weeding process.
- 6.3. The Circulation Librarian shall co-ordinate library staff to shelf read the information resources for the purposes of weeding.
- 6.4. Circulation Librarian shall verify that the information resources are properly shelved for weeding

Revision	00		Date	24 – Dec 2010
----------	----	--	------	---------------

	Standard Operating Procedure	CUEA/DVC ACD/LB/10
Title	PROCEDURE FOR WEEDING LIBRARY STOCK	Page 4 of 4

6.4.1. If the information resources are in order, the Senior Librarian appointed to co-ordinated weeding the particular subject area shall together with the faculty representatives identify the information resources to be weeded according to the library weeding policy (Ref. Library Policy Manual) and forward the information to the Circulation Librarian

6.4.2. If the information resources are not properly arranged the Circulation Librarian will co-ordinate the library staff in rectifying the problem

6.5. The Circulation Librarian shall prepare a Weeding Report and forward it to the University Librarian

6.6. The University librarian shall convene a Senior Library Staff Board which shall review the Stock-take Report amend if necessary and adopt it.

6.7. The University Librarian Shall convene a Collection Development Committee and invite the faculty representative, to review the Weeding Report

6.7.1 If the Weeding Report is satisfactory Library Collection Development Committee shall adopt it and forward it to the Library Committee for further review

6.7.2 If the weeding report is not satisfactory, the Library collection Development Committee shall return it to the University Librarian with recommendations for action.

6.8. The Library Committee shall review the weeding report for approval it and authorize its implementation

6.8.1 If the Weeding Report is satisfactory the Library Committee shall approve it and authorize its implementation.

6.8.2 If the weeding report is not satisfactory, the Library Committee shall make recommendations for action.

6.9. The University Librarian shall ensure that the recommendations by the Library Committee are implemented.

7.0 Appendices

Revision	00		Date	24 – Dec 2010
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