

HPULibraries

High Point University

Collection Management – Weeding

Our collection is always growing and changing to meet the needs of the University community. In order to make room for newer or more relevant items and to keep the collection up-to-date and useful as well as enriching, we must decide what items we keep and do not keep. The purpose of weeding is:

- To remove (donate or recycle) books that are not being used
- To remove books with outdated or obsolete information/philosophies (that have no historical use)
- To identify books that are damaged or in poor condition
- To identify gaps in the collection (new majors, disciplines that change rapidly) and make new purchases
- To align the collection with the University's goals, mission, and curriculum
- To maximize limited space for the collection

Items we keep:

- Textbooks less than 10 years old (depending on discipline)
- Materials requested by faculty for current classes
- Donated items in good condition that are a fit for our collection and/or fill in areas of the collection that are lacking
- Rare or unique materials
- Periodicals that are recent/active that we do not have perpetual digital access for
- Duplicate copies of quality literature/fiction
- Autographed books or items that enhance a special collection
- Materials on local or regional history and culture
- Primary source materials
- Classics in any discipline

Items we donate or discard:

- Textbooks older than 10 years
- Items in poor condition (we will replace highly circulated items with new copies)
- Superseded Test Guides (GRE, MCAT, ACT)
- Items irrelevant to the needs of the University community
- Outdated resources/reference materials
- Factually inaccurate or misleading items
- Periodicals for which we have perpetual digital access
- Duplicate copies of items that are not heavily circulated
- Older editions of items where we have the newer edition
- Partial runs or incomplete sets (ie: if we only have 2 of a 20 volume set)
- Single issues of periodicals
- Items in outdated formats (cassette tape, VHS) unless historically significant