

## Proposed Rules for the Weeding Out of Damaged and Out of Use Books, 2017

Rules for the Weeding Out of Damaged and Out of Use Books, 2008*		Rules for the Weeding Out of Damaged and Out of Use Books, 2017	
S.No	Existing	S.No.	Proposed
		1.	These Rules shall be called the Rules for the Weeding Out of Damaged and Out of Use Books, 2017.
		2.	These Rules shall come into force from the date notified by University of Jammu for the said purpose.
		3.	<b>Applicability:</b> These Rules shall apply to the weeding out of damaged and out of use books in the Dhanvantri Library, its Study Centre, Library of the Research/Teaching Centre established by the University of Jammu and the Library of a Teaching Department in the Main Campus or the offsite campuses of the University of Jammu.
		4.	<b>Definitions:</b> For the purposes of these Rules, the following words/terms shall mean and include: <ul style="list-style-type: none"> <li>i. <b>Damaged or worn out books:</b> Books which get damaged by long use or are badly worn out, defaced, or otherwise in poor condition.</li> <li>ii. <b>Out of use books:</b> Books which have been used very rarely for the last 15 years and have no potential use.</li> <li>iii. <b>Departmental Library:</b> The Library of a Teaching Department in the Main Campus or in the offsite campuses of the University of Jammu.</li> <li>iv. <b>Dhanvantri Library:</b> The Dhanvantri Library shall also include its Study Centre and the Libraries of the Research/Teaching Centres established in the Main Campus or in the offsite campuses of the University of Jammu.</li> <li>v. <b>Other Library:</b> The 'other Library' shall include a Library other than the Dhanvantri Library or Departmental Library of the University of Jammu.</li> </ul>

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<p>1. For the disposal of books from the Departmental Libraries a Committee consisting of atleast four Faculty members with HOD as Chairman and Senior most Professor as one of the members be constituted to recommend the disposal of books giving the list and the price of books to The Vice Chancellor who shall permit the disposal of books as recommended.</p>	<p>5. Disposal of Books from Departmental Library: For the disposal of books from the Departmental Libraries in the Main Campus or offsite campuses, a Committee consisting of at least four Faculty members with Head of the concerned Department as Chairman and Senior most Professor as one of the members be constituted to recommend the disposal of damaged and out of use books giving the list and the price of such books. The recommendation of the Committee shall be routed through the University Librarian for submission to the Vice Chancellor for his approval who shall permit the disposal of books as recommended by the Committee. The disposal of such books shall be effected by eliminating from public view their bibliographic records/entries from the Library database (LIBSYS) by deletion or shadowing and also from the Accession Register.</p>
<p>2. For the disposal of books of Dhanvantri Library a Committee consisting of the Librarian, Senior most Professor of the subject concerned to which pertains and two Deans to be nominated by The Vice Chancellor is constituted which shall recommend the disposal of books giving the list and the price of books to the Vice Chancellor for his approval.</p>	<p>6. Disposal of Books from Dhanvantri Library: For the disposal of books of Dhanvantri Library, its Study Centre or the Research/Teaching Centres established by the University of Jammu, a Committee consisting of the Librarian, senior most Professor of the subject concerned to which the books to be disposed of pertain and two Deans to be nominated by the Vice Chancellor shall be constituted. The Committee shall recommend the disposal of damaged and out of use books by giving the list and the price of such books to the Vice Chancellor for his approval who shall permit the disposal of books as recommended by the Committee. The disposal of such books shall be effected by eliminating from public view their bibliographic records/entries from the Library database (LIBSYS) by deletion or shadowing and also from the Accession Register.</p>
<p>3. The disposal of the books should be done through open sale.</p>	<p>7. Mode of disposal of books; (i) If the damaged or out of use books, a list of which has been prepared for their weeding out, have some potential value, then those books shall be disposed of through open sale. The open sale of those books at nominal rates shall be organised within the premises of concerned Teaching Department in the Main Campus or in the Offsite Campuses or in the Dhanvantri Library of the University of Jammu, its Study Centre or the Research/Teaching Centres established by the University of Jammu, as the case may be. for a period of at least one week.</p>

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4. The reference books and primary sources shall be retained for long term consultation. The rare books and manuscript shall be preserved
5. For the disposal of books, the following is also ordered :-
- (a) 15 year old Text books/ subject books of which the Library has subsequent editions and which have not been issued or consulted in the last 3 years.
- (b) The books which are torn out or damaged by the white ants and cannot be retrieved.
- (c) Books which are not referred to in the last 10 years and not of much use to the readers

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(ii) (a) If the damaged or out of use books, which are to be weeded out, can be of some use to other Libraries, then such books should be donated to them.

(b) A detailed list of such damaged or out of use books should be sent to all interested libraries within the territorial jurisdiction of the University of Jammu and if any library shows interest in using books so listed, then the same shall be donated to them for their use.

(c) If no response to the list of damaged or out of use books, which has been displayed or communicated, comes within a period of two months then it shall be presumed that no library is interested in the use of those books.

(iii) If the concerned Teaching Department in the Main Campus or in the Offsite Campuses of the University of Jammu or Dhanvantri Library is not able to dispose of the damaged or worn out books through open sale or by donation, then those books may be disposed of as scrap on the rates fixed to the scrap dealers/agencies approved by the University of Jammu.

(iv) If the condition of the damaged or worn out books, which are required to be weeded out, is such that those books cannot be put up for open sale or recycled through scrap dealer/agency, then the same may be destroyed by burning or by tossing them into trash after removing their hard/soft cover and tearing some of pages.

**Disposal of reference books:** The reference books or primary sources of information shall be retained by the library for long term consultation by the users subject to the following conditions:

(i) The reference books which are quite out of date and the latest editions of which are available in the market, may be weeded out after 15 years.

(ii) The reference books which are used very rarely and have no potential use for the users thereof may be weeded out after 15 years.

(iii) The reference books which are badly worn out, defaced, or otherwise in a very poor condition should be replaced with new copies, if the users still use them, or

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(d) The subject books which have become irrelevant due to changing concepts and is atleast 10 year old

(e) 10 year old journals/ conference proceeding.

discarded, if the users no more use such books.

(iv) The duplicate or multiple copies of the directories, the guide books, the yearbooks, etc., shall be weeded out.

(v) Reference books other than those in English, Hindi, Punjabi, Dogri, or Kashmiri, which have no academic or research value, shall be weeded out.

(vi) If the online editions of reference materials, like, Encyclopaedia, Directories, Year books, etc., are available, then the hard copies of their previous editions shall be progressively weeded out from Dhanvantri Library, its Study Centre or the Departmental Libraries in the Main Campus or Offsite Campuses of the University of Jammu.

(vii) The rare books and manuscripts shall be preserved by the Library.

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**Disposal of text or subject books:** For the disposal of text or subject books, the following procedure shall be followed:

(i) 15 year old text books or subject books of which the Library has subsequent editions and which have not been issued or consulted in the last 3 years shall be weeded out.

(ii) The text books or subject books which are torn out or damaged by the white ants and cannot be retrieved, shall be weeded out. But if the demand for such books exists and those books are still useful to the readers, then replacement copies of the same may be ordered.

(iii) The text books or subject books which have not been consulted or referred to during the last 10 years and are not of much use to the readers, shall be weeded out.

(iv) The text books or subject books which have become irrelevant due to changing concepts of knowledge and are at least 10 years old shall be weeded out.

(v) The journals, or published conference proceedings, which are more than 10 years old, shall be weeded out.

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**Steps to be taken before the disposal of books:**

(i) All weeded out Books/Journals before

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	<p>their final discarding shall be stamped with 'Discarded' or 'Withdrawn' or 'Weeded Out' stamp of Dhanvantri Library.</p> <p>(ii) All the Call Number labels on the books shall be covered with tape or crossed if the books are to be put up for open sale.</p> <p>(iii) It shall be ensured that all tags are removed from the books before weeding them out.</p> <p>(iv) A copy of the list of weeded out books shall be sent to the Acquisition Section of Dhanvantri Library for eliminating from public view their bibliographic records/entries from the Library database (LIBSYS) by deletion or shadowing and also from the Accession Register.</p> <p>(v) A copy of the list of weeded out books shall also be sent to the Libraries receiving the weeded out books in donation from Dhanvantri Library or the Departmental Libraries in the Main Campus or in Offsite Campuses of the University of Jammu.</p> <p>(vi) A copy of the list of weeded out books shall be sent to Dhanvantri Library or Departmental Libraries in the Main Campus or in the Offsite Campuses of the University of Jammu to make necessary entries in the write off register.</p> <p>11. Repeal: The existing University Order No. Estb./08/2477-2576, dated 25.04.2008 issued in pursuance of University Council Resolution No. 67.40, dated 25.02.2008 dealing with damaged and out of use books of Dhanvantri Library shall stand repealed by The Rules for the Weeding Out of Damaged and Out of Use Books, 2017.</p>
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\*Issued vide University Order No. Estb./08/2477-2576, dated 25.04.2008 in pursuance of University Council Resolution No. 67:40 held on 25.02.2008.

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