



Om Vidyalankar Shikshan Sanstha's



C. : 2578 2466

P. : 2579 3120

# Asmita College Of Arts & Commerce

For Women

● Affiliated to Mumbai University ●

✦ Email : asmitacollege@yahoo.com ✦

✦ ASMITA COLLEGE CHOWK, KANNAMWAR NAGAR NO. 2, VIKHROLI (EAST), MUMBAI - 400 083. ✦

Date: 11/03/2014

## Weeding Out Policy

According to Library Committee for the procedure for weeding out following steps are supposed to be followed by the library:

1. Ephemeral material like newspapers will be sold in scrap after every three months due to space problem.
2. In case of text-book receive the recommendations of respective subject teachers in case of change of syllabi.
3. Identify the documents to be weeded out.
4. Receive the recommendations of the committee in case of reference books to be withdrawn.
5. Obtain sanction of the Director/principal/Head of organization for documents recommended to be weeded out in case of reference books.
6. Write off such documents after obtaining specific sanction and delete such entries from accession register. Add these to the withdrawals register. Update the database accordingly; Write-off procedure includes stamping as "Withdrawn" (name of lab/Institute/College etc)" on the document being written off.
7. Discard or send the identified material to the stores section or for disposal by selling the same in scrap.  
Book (weeded out) collection should be sold in scrap and the amount received should be deposited in the bank through administrative office. (Amended in the May 2014)
9. Weeded out ephemeral collection should be sold in scrap and the amount received should be utilized for organizing library events.
10. Yearly record should be maintained by the library about expenditure made from this amount.

P. T.O.

11. In case of Text-book collection purchased under UGC Grants of Remedial Coaching for SC/ST recommendations should be received from the respective subject teachers in case of change of syllabi. Sanction from principal should be obtained. After following above mentioned write-off procedure the identified material should be discarded/sell in scrap. The amount received from scrap for the said collection will be deposited in bank account of college. (Amended in the May 2014)



Principal

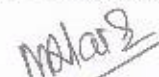


Principal

Asmita College of Arts & Comm. For Women  
Vikhroli (E), Mumbai - 83.



Librarian

Library Committee members:

1.  - Vice-Principal
2.  - HOD-Commerce
3.  - Asst Prof.-Arts
4. - Lib. Attendant.