

**DRAFT**  
**BUREAU OF INDIAN STANDARDS**  
**(LIBRARY SERVICES CENTRE)**

**Weeding out criteria for library document's**

**(Books/standards/Journals/Magazine's/other reading Materials)**

BIS Library has been shifting in new location at basement area Manakalaya Building. (Room No. B-03, B-09 and B-14). Due to space constraint which is old, obsolete, damaged & slow moving in nature in the shelves, the library needs to be weeded-out some of library collection/publication.

<b>S. No.</b>	<b>Types of Publication</b>	<b>Reason</b>	<b>Retention Period</b>
1.	Reference collection :  (Encyclopaedias, dictionaries, catalogue, directories, yearbooks,, Act, byelaws Manuals,series publications etc.)	i) Old editions of lesser known Reference Books.  ii) Unused encyclopaedias  iii) Duplicate copies/ multiple copies  iv) Other language books  v) Damaged books  vi) Obsolete books	15 Years
2.	General Books/Fiction Books/ Literatures	i) English books of lesser known authors which have not been referred/issued in last 15 years.  ii) Out dated books  iii) damaged books  iv) Other language books  v) duplicate copies  vii) In case of Hindi books committee will be decide. Mostly Hindi books are purchase as per Hindi department request for Rajbhasha.  viii) Library contains old fiction books which are in bad and shabby condition. These should also be weeded out. All badly damaged books which can't be 'bound and	15 Years

		maintained' may be weeded out from this section.	
3.	Technical Books	<p>LSC has procured the books for technical department for their reference and research purposes.</p> <p>i) Out-dated and obsolete books</p> <p>ii) Slow moving books</p> <p>iii) Torn/damage books</p> <p>These books may also be weeding out as per decision of the committee.</p>	<p>i) Committee will decide.</p> <p>ii) May be sent to RO's/BO's. for their use.</p>
4.	Periodicals, Magazine's & Newspapers.	Depending on the nature of periodical, magazines & Newspapers.	
	Technical Journals	LSC has subscribe various daily newspapers for PR department and SCMD deptt.	02 Years as per previous policy.
	Magazines	Including 2 newspaper for library. These newspaper need	01 Years
	Newspapers	to weed out from the library.	03 Months as per previous policy.

	(Procedure will be follow as per previous approval of CA )	resently these newspapers weed out after 3 months basis.	<p>i)) Multiple copies of Periodicals &amp; magazine's has to weed out from the Library.</p> <p>(Retained only one copy in the library).</p> <p>ii) Out-dated and obsolete Periodicals, magazine's &amp; newspapers may be weeded out.</p>
5.	Audio visual	<p>Audio-video material related to standards catalogue etc. may be weeded out on the basis of unusable content and with the consent of expert committee.</p> <p>CDs/DVDs not working or out dated or Scratch/damaged/missing segment of CDs/DVDs and multiple copies of any media items may be weeded out.</p>	15 years
<b>NOT WEED OUT CATEGORY</b>			
6.	Standards	<p>LSC has collections of different foreign standards like DIN, BS, GOST,JIS, IEC etc. in the form of ISO NET exchange programme, complementary and other mode and foreign language standards are also weed out. LSC has also collection of multiple copies of the standards. <b>So</b></p>	<p>Retention period will be decided by the committee.</p> <p><b>or</b></p> <p>i) Multiple copies to be discard/ shred out</p>

		<b>need to store one copy in print &amp; one copy in scan</b> and other copies may be weed out from the library collection to save the space.	ii) May be sent to RO's/BO's. for their use.
3.	Rare Books *Historical books *Pre-independent books * Maps * Photographs * Charts	The books published before 1960.	i) LSC will be find the rare books during the weeding out/shelving of books and these rare books shall be preserved/ digitized not be weeded out.
4.	BIS Publications	All the publication of BIS has to be kept in the Library collection like ISI annual reports, ISI bulletins, standards India and ISI conventions, Lal C Verman books.	i) Multiple copies to be discard/ shred out <b>or</b> ii) May be sent to RO's/BO's. for their use.
5.	Archive Collection of Indian Standards (IS)	To be kept in the Library	i) Duplicate copies may be shred out. <b>or</b> ii) May be sent to RO's/BO's. for their use.

**Note:** All the above mentioned retention policy will be put up before the library planning committee.