

**PROCEDURE FOR WEEDING OUT AND WRITING-OFF
LIBRARY BOOKS & JOURNALS**

FOR

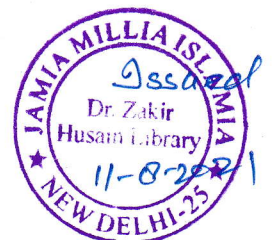
JAMIA LIBRARY SYSTEM

(As approved vide File No. ZHL/RO/ADMN./2020 Dated 16-11-2020)



(A Central University established by an Act of Parliament in 1988)

**Dr. Zakir Husain Central Library
Jamia Millia Islamia
New Delhi-110025**



PROCEDURE FOR WEEDING OUT AND WRITING-OFF LIBRARY BOOKS & JOURNALS FOR JAMIA LIBRARY SYSTEM

To streamline and strengthen the process of weeding out and writing off books of all JMI Libraries, following process shall be followed:.

A. Weed-out Committee

The function of the Committee would be to examine and recommend the weeding out the superseded, obsolete and unserviceable books and journals on the basis of lists prepared by the respective libraries mentioning complete bibliographical details and purchase cost of the material.

Composition of Committee:

1. HoD of concerned Department / Dean of the Concerned Faculty / Director of the Concerned Centre
2. One Subject Expert of concerned subject (s) to be nominated by the Dean / Director
3. University Librarian / Library In-charge of the concerned Library
4. Assistant Librarian (Acquisition / Periodical Section , ZHL)
5. AL (Administration, ZHL)

B. Write-Off Committee:

The list of material recommended by Weed-out Committee, shall be placed before the Writing-off committee to examine the cost of material and recommend the writing off the material by way of auction/donation/gift/ /Pulping/ organising sale for students, teachers and staff of university or by any other method deemed fit.

The Write Off Committee will also recommend the writing off books reported as lost/missing/unreturned on the basis of stock verification of the concerned libraries as per provisions of extant GFR.

Composition of Committee:

1. Concerned Dean / Director / HOD
2. One Nominee of the Registrar
3. One Nominee of Finance Officer
4. Library In-charge of concerned Library
5. University Librarian / Nominee of University Librarian in case of unit libraries
6. Assistant Librarian (Acquisition Section/Periodical , ZHL)
7. AL (Administration, ZHL)

The recommendation of the Writing off Committee will be submitted to the Vice-Chancellor for the approval.

Upon approval by the Vice Chancellor, the material will be written-off from all library records.

*****END*****

