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கல்வி அமைச்சு
Ministry of Education

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எனது இல.
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Your Ref.

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திகதி
Date } 25-04-2018

Circular no – 11/2018

To All
Provincial Secretaries of Education,
Provincial Directors of Education,
Zonal Directors of Education,
Principals of Schools,
Presidents of Colleges of Education,
Principals of Teachers’ Colleges.

Revision of instructions manual for school libraries and learning resources centres.

Instructions manual for school libraries and learning resources centres by then Ministry of Education Services has already been distributed already to all the government schools of Sri Lanka.

With the issuance of new guidelines on digital libraries and electronic libraries, it is proposed to update this instructions manual. However, it is herewith informed to utilize the instructions manual issued by then ministry of education services as the official instructions manual for library management activities.

Paragraph 5.0 of the second part of instructions manual is cancelled herewith and it is herewith revised as follows.

5.0 Weeding of library materials

With a view to ensure maintenance of an updated relevant collection, weeding is an essential criterion in the library management.

It is an obstacle to utilize the library centre when there are unnecessary items for studies within the school library and learning resources centres since, the space

allocated for school library is limited and the time to spend for selecting required learning materials from the library for students and teachers is limited.

Therefore, weeding of library materials is to remove / discard books or library materials from the library collection that do not arrest the attention of the readers, that have not been updated, and that is out of use.

It is emphasized that the performance should be carried out very carefully and formally with proper understanding of past future and present reader requirements.

5.1 **Reasons to discard / weeding**

One or several following reasons may lead to discard / weeding of certain library items.

1. Items torn off, decayed or old but having no historical or ancient value
2. Items not suitable (for students) when considered with regard to school discipline, old information, and materials included information not relevant to school community.
3. Primary children's books that cannot be utilized due to being ragged.
4. Ragged and damaged books not suitable for use anymore
5. Old books when received sufficient numbers of new versions and / or prints to the library
6. Books not used within last 02 years although more than 20 years have been elapsed from first print
7. Books containing incorrect information / details due to being old or other reasons or with complaints of having false definitions or misleading information
8. Books beyond the capacity of school readers (ex: highly academic literature)
9. Materials discriminating or creating negation against a certain race or nationality or disturbing the national integrity and unity
10. Materials found invalid due to innovations
11. Materials not been utilized or studied so far by readers and will not be in the future
12. Non-conserved and expired newspapers and parts exceeded 03 months
13. Textbooks and teachers manuals ragged and cannot be used by teachers and students

5.2 Methodology to select the materials which are to be weeding

It is emphasized that no annual performance is required in this regard. This process can be performed once in 05 years in a library where library items are excessive. {However, writing off the discarded or damaged and lost items from accession register and stock book (inventory) should be performed at 31st December every year through a stock taking }

Discarding / weeding should be subject to following procedure.

- 5.2.1 Appointment of a committee for discarding / weeding
- 5.2.2 Preparation of weeding list
- 5.2.3 Submission of recommendations of the weeding committee
- 5.2.4 Grouping and showing proposed items for weeding
- 5.2.5 Actions taken for weeding

5.2.1 Appointment of committee for discarding / weeding

The principal of the relevant school should appoint a committee consisted of 5 – 11 members covering various subjects of the school at the year the weeding is implemented. This should be maintained to the request of the librarian of the school and subject to the approval of the library committee.

5.2.2 Preparation of weeding list and submission of recommendations

Making aware the weeding committee of the weeding procedure, the librarian and the staff should discuss respectively as per 5.1 the weeding list (Ex: as destroyed, not updated information) The said register should be included with accession number, category number, accession dat, name of the book, writer, publisher, price etc. should be included.

5.2.3 Submission of recommendations of the weeding committee

Submitting the list with relevant criteria for the inspection of the weeding committee, a period of 2 months should be given. The weeding committee should provide one of the following recommendations for the said materials.

1. Directing for re – circulation
2. Directing for re – circulation after re conservation
3. Removing expired books by considering them as discarded
4. Directing for circulation until books are received for restoration

5. Providing them to a special place such as museums for conservation
6. Exchange with other libraries or donations by conserving them.

5.2.4 Showing proposed items for weeding

Materials for weeding should be exhibited within the school followed by an open notification and invitation for the purpose should be released to representatives from teaching staff, development board, students library committee, zonal education office etc. A book should be maintained at this to obtain views / opinions regarding the books / materials numbered. Exhibition is sufficient to be conducted only for two days.

5.3 Facts to be considered at the weeding

Weeding / discarding process shall be carried out as per the following facts.

1. Compulsorily conservation of a publication related to the history of the school or an institution related to the school
2. Conservation of a sufficient amount of publications with a historical or cultural value
3. Consideration of cost effectiveness of rebinding or conservation of books with the ability to re purchase of a new copy
4. Attention should be paid to know whether readers are aware that books weeded due to no demand are existing in the library. In addition, consideration should be made to exchange whatever such books required by another school / library if possible.
5. Whether substitute materials are available for books recommended by the committee for weeding and if not the weeding should be delayed until substitute books are purchased
6. Non weeding of rare books (i.e., books of historical or other value and cannot be purchased in the market but suitable for students' use)
7. Consideration of weeding the books as per categories, subjects respectively
8. Consideration of readers' demand and preference and their physical condition when weeding novels, short stories and literary books
9. If a sufficient collection of subject books such as Mathematics, Science and Technology is available (generally they can be utilized for approximately 15 – 20 years and later on there will be contradictions in the subject contents) old books can be weeded.

10. Annual reports / lists of names / anniversary publications

These can be discarded / weeded subject to their importance within 2 – 5 years.

(ex: It is sufficient to keep central bank reports for 5 years and budget proposals for 2 years)

11. Dictionaries and Encyclopaedias

Not expected for use without been weeded. However, library committee to take actions to forward the weeding committee for discarding if the old version is more than 20 years old

12. Categorizing all the books given by the weeding committee to 6 categories indicated in 5.2.3 above and hand over to library committee

13. Formally removing the report from the accession register after obtaining approval from zonal director of education by the Principal followed by recommendations of the library committee

If weeding process has not been performed so far, you are herewith informed to identify the books to be weeded and remove them prior to 31st December 2018.



Sunil Hettiarachchi,
Secretary,
Ministry of Education.

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