

Subject: WEEDING AND DISCARDING OF LIBRARY MATERIALS

Date: April 12, 2007

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Replaces Policy Dated: N/A

PURPOSE: To provide guidelines for collection development and management.

STATEMENT OF POLICY:

Library District Collection: To maintain the vitality of the collection, materials are regularly weeded. This is the process of withdrawing materials which no longer meet the criteria for inclusion in the library's collection, and is an integral part of collection management. Factors involved in the decision to weed materials are:

- Poor physical condition
- Superfluous because of duplicate titles or because demand no longer exists
- Obsolete, superseded edition, or no longer accurate
- This does not sanction the removal of materials because of controversy. No item is to be removed under this policy as a result of content. The Library Director will make the final decision concerning removal or retention of items under this policy.