



POLICY # 403 - Weeding

Approved by the Board of Trustees 10/2/2017

Policy Statement:

A periodic and systematic evaluation and weeding of the collection by designated staff is required in order to keep the collection responsive to patron needs, to ensure its vitality and usefulness to the community, and to provide space for new or current materials.

Regulations:

1. Weeding should be considered an ongoing process essential to collection maintenance.
2. Weeding will be conducted according to best practices established by recognized Library organizations.
3. Important considerations in the weeding process are:
 - a. Physical condition of the material
 - b. Accuracy or validity of the material's content
 - c. Unsuitability due to age, format, lack of use, or excessive duplication within the collection
4. Materials that are determined to be unsuitable due to lack of use or excessive duplication may be transferred to another branch or discarded.
5. Books that are of value to the collection but that are in poor physical condition may be mended or replaced.