

Category: Materials
Policy Number: 602
Title: Disposition of Library Materials

Guidelines and Procedures:

Constant evaluation of the library inventory shall be completed and a weeding of materials be based on the following de-selection criteria;

1. Physical condition – items that are worn-out, shabby, dirty, damaged, ragged binding, missing or torn pages or of poor appearance shall be weeded from the collection.
2. Subject matter – information which is no longer accurate, theme or styles that are out-dated, superseded editions, duplication in little-used areas shall be weeded from the collection.
3. Age – indexed periodicals shall be removed after six months.
4. Lack of use – any item not used within the preceding three year period shall be removed at the discretion of the Library Manager.
5. Items weeded according to guidelines 1-4 above will be disposed of at the discretion of the Library Manager.
6. Items that will not be removed are books that are out of print and still being used on a regular basis and resources, which would bias the representation of a controversial subject if they were removed.

Reviewed May 14, 2022

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