

PROCEDURE

1. The Processing Clerk shall physically examine donated materials for suitability for addition to the library collection.
2. The Library Director shall present special requests attached to the donation/gift to the Board along with their recommendations at their discretion.

3.5 WEEDING

PURPOSE

The collection shall be evaluated on an ongoing basis. The purpose of maintenance, which includes evaluation and weeding, is to:

1. utilize library space in the most effective manner;
2. maintain a reliable collection (i.e. ensure the information is accurate);
3. improve access to the collection by removing unused materials;
4. present an inviting appearance to patrons;
5. locate items in need of repair or replacement;
6. avoid the illusion of a well-stocked library (i.e. keeping old books in order that the shelves do not appear depleted). The goal is to have a quality, useful collection, not just a large one.

POLICY

A collection development plan shall be developed and revised on an ongoing basis to ensure that each area of the library receives regular consideration. This plan shall be for the weeding and updating of specific subject or Dewey areas.

PROCEDURE

1. Materials which are no longer useful in the light of stated objectives of the library, or which become unsuitable in terms of selection criteria, shall be systematically weeded from the collection.
2. Materials which are considered for discard shall be evaluated by two staff members, one of whom shall be knowledgeable about the specific collection being weeded.
3. The following criteria shall be considered when weeding an item:
 - a. physical appearance or condition – is it damaged, old looking, etc;
 - b. multiple copies of a title may be discarded when the demand has subsided;
 - c. content – is the information dated, misleading, or incorrect? Is it an old edition which has been superseded by a new edition;
 - d. age;
 - e. past circulation and probable future circulation;
 - f. is there a better or newer title/edition available? If not, the title may be retained;

- g. language – if it is not English, is there a demand for that language in the community;
- h. local interests – has the demand for this author/subject waned;
- i. Canadian or local significance – if the title has some historical value it should be retained;
- j. are there any unique features of this title which warrant special consideration.

4. Weeded items shall be disposed of in any of the following ways, as appropriate.
- a. Offered for resale.
 - b. Exchanged with, or donated to, other libraries or organizations.
 - c. Recycled rather than destroyed.
 - d. Given to patrons who have paid for having damaged them.

APPROVED BY BOARD

REVIEW Date: _____

Board Chair Signature

Date