

TOWN OF TWO HILLS PUBLIC LIBRARY BOARD POLICY MANUAL

Category: Materials
Policy Number: 603
Title: Disposition of Library Materials

Policy Statement:

Periodic evaluation of the library inventory shall be completed and a weeding of materials be based on de-selection criteria.

Guidelines and Procedures:

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 Subject matter – Information which is no longer accurate, theme or styles that are out-dated, superseded editions, duplication in little-used areas shall be weeded from the collection.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 five years, unindexed periodicals after one year.
4. Lack of use – any item not used within the preceding three year period may be removed at the discretion of the librarian.
5. Items weeded according to guidelines 1-4 above may at the discretion of the library manager, be:
 - 5.1 exchanged with or donated to another library
 - 5.2 given to any organization which sponsors paper drives
 - 5.3 given to schools for classroom use
 - 5.4 sold to the public
 - 5.5 destroyed.
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.
7. The library will not be guilty of lowering the standards of other public collections by giving away soiled, damaged, mediocre or obsolete materials.

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