

C-102 Collection Maintenance	
PASSED:	June 2019
AMENDED:	-
REVIEW PERIOD:	5 Years

- 1.1. Withdrawal and Discarding Library Materials Weeding is the continuous evaluation of the library collection by the library staff under the supervision of the Library Manager. This process is an integral part of collection development and maintenance. The CREW (Continuous Review Evaluation Weeding) guidelines will be followed.
- 1.2. Several factors may be involved in the decision to withdraw a book or other materials. These may include (in no order):
 - Age
 - Physical condition
 - Duplicate copies
 - Low circulation
 - Relevancy
 - Space considerations
- 1.3. Weeded items may be disposed of as most appropriate
- 1.4. Materials will not be removed because of pressure or demand from individuals or other entities.
- 1.5. Materials deemed lost or missing are officially withdrawn from the record of library holdings.
- 1.6. A replacement is an item purchased to take the place of a title previously in the collection. It is the library's policy not to automatically replace all materials withdrawn because of loss, damage, or wear. The need for replacement is based on but not limited to:
 - The existence of adequate coverage of the subject in the collection
 - Demand for the specific title or subject area
 - An item may be replaced with a more current title on the subject
- 1.7. The Vermilion Library Board supports the Canadian Library Association's Statement of Intellectual freedom. Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered, except to protect it from injury or theft.
- 1.8. Patrons requesting that material be withdrawn from the collection must complete a material selection inquiry form³
 - 1.8.1. The inquiry will be place on the agenda of the next regular meeting of the Vermilion Library Board. Board members will read the material, reviews will be reached and a decision made. The patron will then be informed of the final Board decision. The final resolution rests with the board.

³ Appendix 4 [Material Selection Inquiry Form](#)