

VIKING MUNICIPAL LIBRARY
POLICY MANUAL
COLLECTION DEVELOPMENT

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Board Approved – November 2014

4.0 COLLECTION MAINTENANCE

- 4.1 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 CREWS guidelines will be followed.
- 4.2 Several factors may be involved in the decision to withdraw a book or other material. These may include:
 - a) age
 - b) physical condition
 - c) duplicate copies
 - d) combination of little recent use and questionable value
 - e) space considerations
- 4.3 Materials will not be removed solely as a result of pressure or demand. Weeded items may be disposed of as most appropriate:
 - a) offered for resale
 - b) donated to clubs or organizations
 - c) given away
 - d) destroyed and thrown away
- 4.4 Materials, deemed lost or missing, are officially withdrawn from the record of library holdings. Donors are made aware that the items are now part of the library's collection.