

## COUNTY OF THORHILD #7 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. Popular items may be replaced at the discretion of the library manager.
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 Subject matter – Information which is no longer accurate, theme or styles that are out-dated, superseded editions, duplication in little-used areas shall be weeded from the collection.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 shall be removed at the discretion of the Library Manager. 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.
5. Items in the medical and legal areas should be considered for removal if they are older than 3- 5 years as changes in the fields would compromise the quality of a decision. Important changes in the law would necessitate immediate action.

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6. Items weeded according to guidelines 1-4 above may at the discretion of the Library Manager, be:
  - 6.1 exchanged with or donated to another library
  - 6.2 given to any organization which sponsors paper drives
  - 6.3 given to schools for classroom use
  - 6.4 sold to the public
  - 6.5 destroyed
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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