

Material Withdrawal (Weeding) Policy

The library's collection of books, audio visual materials, and other materials cannot be built in quantity or quality solely by the selection of new materials. There must also be a constant, on-going, evaluation of the collection which inevitably will result in the discarding of out-dated materials, worn-out items, and the replacement of necessary titles. Continuous appraisal of the collection is essential and every bit as important as the initial selection for inclusion.

Discarding or "weeding" of materials is the way to ensure the best and most economical utilization of space in the library. "Weeding" is selection in reverse. Just as all materials which are added to the library's collection are expected to be useful for the people in the community which is served by the library, so to should they be withdrawn if they cease to serve that purpose. It enhances the reputation for reliability of the collection and assures the orderly growth of a quality collection.

Criteria for discarding

- Material out of date
- Worn out or in need of mending
- Duplicate copies
- Not used (3-5 years)
- Books which have ceased to fulfill their purpose in the library

As a general rule material to be discarded will not be rebound if it meets the criteria for discarding. If, however, the item is listed in the current edition of the *Standard Public Library Catalogs* published by Wilson, regardless of its circulation history, the item will be kept, rebound, or if still in print, reordered.

Disposal of withdrawn materials

After materials have been withdrawn, they will be disposed of in one of three ways:

1. Gifts to other libraries:

Materials in good condition which are found to be inappropriate for our collection, no longer needed, or of a special research nature may be given to other libraries. Local libraries will receive first consideration for such gifts.

2. Book sales:

Outdated, damaged, or worn materials which may be of interest to others will be donated to organizations sponsoring book sales for fundraising purposes. Organizations such as the Friends of the Library, which use proceeds from such sales for the benefit of the Hillsdale Community Library, will have first priority. Books not sold will be disposed of at the discretion of the sponsoring organization.

3. Discards:

Materials of very limited use to the general public (old statistical reports, outdated directories, documents, etc.), reference books owned by the publishing companies which the Library is not permitted to pass on, and materials in very poor physical condition are discarded through the City of Hillsdale waste disposal procedures.

The Library Director, under authorization conferred by this policy, is responsible for discarding materials. This responsibility conferred by this policy, is responsible for discarding materials. This responsibility for discards may be delegated to the staff member authorized to select books in a particular area. The Library Director must implement this policy with appropriate administrative procedures.

Adopted May 1983