

ITEM NUMBER: 13.03
CHAPTER 13: Collection
Development
CODE: Policy
COMPUTER ID: CD-3

Title: Weeding the Collection Policy
Effective Date: 11-24-86
Authorized By: Library Board of Trustees
Date of Last Review: 7-2013

Maintaining the collection requires weeding. The purpose of weeding is to re-evaluate the collection in conjunction with the selection of new and replacement materials. An active and continuous weeding program is essential in order to keep the collection viable and useful.

Criteria for weeding materials may include:

1. Physical condition beyond repair
2. Obsolescence of information or presentation
3. Replacement by later edition or version
4. Excess number of duplicate copies
5. Lack of storage space for materials
6. Insufficient use

Materials may be repaired or rebound if their intrinsic worth and physical condition warrants. Items which are obsolescent or not repairable are disposed of as gifts to the Friends of the Marathon County Public Library, other libraries in the area, as contributions to local charitable organizations, or are recycled.

Schedules for weeding activities will be set up annually.