

## Town of Grimshaw Municipal Library Board Policy

### **Subject: Collection Development: Weeding and Maintaining** **Policy: 5/E 2004**

Date Approved: June 1, 2005

Reviewed & Approved: March 15, 2019

1. The collection is evaluated regularly and material is weeded according to selection criteria and physical condition.
2. Guidelines the Library Manager may use for weeding are available in various publications. These guidelines suggest how long materials may be held in the subject area. The general criteria for weeding include:
  - a) Physical conditions- worn out, dirty, damaged, ragged binding, missing or torn pages
  - b) Subject matter- information is no longer accurate, duplication of materials in a seldom-used area, materials having outdated items or style or having been superseded by updated editions.
  - c) Publication or acquisition dates:
    - Ten year maximum for non-fictional material
    - Five year maximum for most science technology or travel materials
    - Basic materials, such as biographies, literary criticisms and cookbooks that do not, should be kept as long as they are useful.
    - Materials purchased to support local interests should be weeded when interest or programs change.
  - d) Usage guidelines, Library Manager determines what constitutes lack of use. Exceptions shall be made for the following:
    - Classics, considered basic to the library collection
    - Books by an author who is still publishing
    - Non-Fiction will be determined by both circulation and in-house use.
    - Canadian and/or local authors or books centered on Canadian and/or local interests shall be maintained as an important focus of the collection.
3. Materials and other items weeded at the discretion of the Library Manager may be
  - Exchanged with or donated to other library or organization
  - Sold to the public through book sales
  - Recycled or destroyed

