

Weeding Policy for the Eastham Public Library

The process of weeding of both print and non-print materials create a clearinghouse of usability. Both print and non-print materials should be reviewed and evaluated at regular intervals to determine if they are to remain in the current collection. This final step in the selection process ensures the library collection will contain materials that are factual and instructionally effective; useless materials are to be discarded. The librarian should consider space, budget, and user needs when deciding how much and how often to weed.

Rental books are taken out of circulation each November.

The librarian will decide how to best dispose of discarded materials.

Suggested Criteria for Weeding

Record of use- the item has not circulated for 3 years.

Currency- the subject matter is out-of date, factually inaccurate, or no longer relevant to current times; illustrations are outmoded or perpetuate gender, racial, or cultural stereotypes.

Technical Quality- non-print materials with poor visuals, faded or off color visuals; faulty or inferior sound reproductions. Printed materials with cognitive barriers.

Dispensability- duplicate copies or duplicates no longer needed in the collection.

Physical Condition- the item is torn, soiled, or worn; pages or parts are missing.

Poor Purchases- materials purchased that were not quality items and/or items not appropriate.

Reliability- non-fiction item which contains factual information inconsistent with other sources.

Short-lived Topics- the item is faddish and no longer of interest.

Subject Areas- the information is not timely.

Library of Congress balance- the item is unneeded to balance the collection.

Some information should not be discarded even though it meets one or more of the criteria listed.

An item should NOT be discarded if

If the subject matter is in the key resource field.

It is a work of historical significance in the field of literature.

It has unusual illustrations or the illustrations are by a well-known artist.

It is a work by a local author or illustrator.

It describes local history or personalities.

It is a memorial gift.