

## **Collection Maintenance/Weeding Policy for Nauvoo Public Library**

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, curriculum, and user needs when deciding how much and how often to weed. The librarian will decide how best to dispose of discarded materials.

### **Specified Criteria for Weeding**

Record of use- the item has not circulated for 5 years.

Currency- the subject matter is out-of-date, factually inaccurate, or no longer relevant to current times; illustrates are outmoded or perpetuate gender, racial, or cultural stereotypes.

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 the quality items and/or 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.

Dewey Decimal 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**

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.

### **The Review committee is appointed by the Board of Directors of Nauvoo Public Library consisting of:**

Board Member

Librarian

Revised 8/15/16