

Sample Weeding Policy Language

E. Discarding

The Library maintains a policy of withdrawal based on the elimination of unnecessary items, outdated material, books no longer of interest or in demand, duplicates when not needed, and worn or mutilated copies if their repair is not warranted. Frequency of circulation, community interest, and availability of newer and more valid materials are of prime consideration. Fiction, once popular, but no longer in demand, may be discarded, as well as non-fiction books which were purchased to meet demands that no longer exist.

The Library will retain materials, however, which may not circulate frequently but are considered part of a core collection. Responsibility for “weeding” the library collection and deciding which items to discard rests with the Director. Materials withdrawn from the collection may be given to other libraries, sold for the benefit of the Library, or discarded.

- Guilderland Public Library, from website 4.22.11

VI. Withdrawal of Materials

The process of removing items from the collection is an integral part of collection development. Materials are withdrawn from the collection in order to maintain its usefulness, currency, relevance, and condition. Responsibility for collection maintenance and for the disposition of withdrawn resources rests with the library director and designated staff. Withdrawn items may be sold, offered to other libraries or non-profit organizations, recycled, or discarded.

- Bethlehem Public Library, from website 4.22.11

Withdrawal of materials from the collection is an integral part of collection development. Materials are withdrawn in order to maintain the collection’s usefulness, currency, relevance, and condition. Responsibility for collection maintenance and for the disposition of withdrawn resources rests with the Library Director, with oversight by the Board of Trustees. Withdrawn items may be sold, offered to other libraries or non-profit organizations, recycled, or discarded.

- Castleton Public Library, from website 4.22.11