

## **WEEDING POLICY**

Weeding or discarding books and other library materials is part of The Field Library's overall collection and development program. It is as important to discard books and library materials as it is to acquire new books and resources.

One of the library's most basic services is to maintain a collection of books, periodicals, audiovisual media and online and electronic resources suitable for the cultural, educational, recreational, and vocational needs of the community.

The library weeds for a number of reasons:

- The most common are to save space, improve access to the collection, discard materials in poor physical condition, and make browsing easier.
- Weeding helps to maintain the vitality of the collection by keeping the information current and not outdated.
- As formats change and more information, books, magazines are accessible online, judicious weeding can provide additional space for new types of media.

The procedure for weeding involves the professional librarian who is responsible for the purchase of that portion of the collection. A second librarian reviews and checks the potential discards, and any disputed book is discussed and decided upon by both librarians. The librarian weeds materials on a timely basis with the following criteria in mind:

- Accuracy and age of information presented, and poor or outdated content.
- Duplication of multiple copies.
- Literary value.
- Date of last circulation.
- Appearance and condition.
- Specific types of books annually published that lend themselves to weeding such as almanacs, annual publications, science texts, and ephemeral material.

**Approved by The Field Library Board of Trustees January, 2013**