

Weeding Policy
Westbrook Public Library

Purpose:

The Westbrook Public Library strives to maintain a collection that meets the needs of the community. In doing so, a regular and systematic weeding of the library's material (including books, periodicals, pamphlets, audio, and visual items) will improve the efficiency and vitality of the Library's resources.

General

Materials whose contents are still of value but have worn out or have fallen into disrepair will be repaired or replaced if possible. If newer editions have been released, the newer edition will supersede the older copy. Materials only used occasionally will be weeded. Patrons may use interlibrary loan services to obtain items not available in the Library.

Due to space limitations, judgments of priority often need to be made in the discarding of library materials. In terms of use, staff may need to discard materials that are used but used less frequently than other materials.

All materials no longer suitable for the collection will be withdrawn and discarded, or sold.

Final responsibility for deciding which materials to discard or sell rests with the Library Director. He or she may delegate this authority to other members of the staff.

Criteria for Weeding:

- **Appearance:** Books of an antiquated appearance which might discourage use, worn out volumes whose pages are dirty, brittle, yellow or missing and those with frayed bindings, broken spines, or dingy, torn covers will be considered for weeding.
- **Unnecessary Titles:** Titles which no longer are needed include duplicate titles, older editions of currently held works, highly specialized works whose information is included in other materials or subjects of little interest.
- **Poor Content:** Materials which contain outdated, inaccurate, or incorrect information; unfair interpretations; poorly written or performed works; or items that have been superseded by newer, improved editions.
- **Usage:** Items with very few checkouts and/or have not circulated in at least five (5) years.

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