

WEEDING POLICY

A. In order to maintain a useful, vital, current and attractive collection which meets the needs of our community, examination of materials is an ongoing process. An item **may be** withdrawn from the circulating or reference collection by library staff for any of the following reasons:

- The item is obsolete, outdated, or inaccurate or contains information or illustrations that are outmoded or perpetuate sexual, racial, or cultural stereotypes.
- The item is physically worn or damaged beyond reasonable repair or cannot be rebound properly.
- The technical quality of the item is inferior, as when visuals are poor, faded, or off-color, or when sound reproductions are faulty or inferior.
- The item can be replaced at a lower cost than repair or rebinding.
- The item's value to the collection has decreased as other comparable items have been added to the collection.
- The item is no longer being used with sufficient frequency to justify its space in the collection or the staff time to maintain.
- The item is one of duplicate copies of a title.

An item may be retained for many reasons, including:

- Potential future interest in the subject or title.
- The title is part of a series or a set of works by a popular or well-known author.
- The item has historical value or is of local interest.

B. Withdrawn items in good condition may be sold at the Friends of the Galesburg Public Library book sales, in the used book corner of the library, or at special sales in the library lobby, with proceeds used to enhance services of the library. Withdrawn items may also be donated to educational or philanthropic organizations. Withdrawn items in poor condition or that are otherwise unsellable will be discarded.

C. While the library attempts to have copies of standard and important works, it does not automatically replace all materials withdrawn. A work chosen for discard may be replaced with another copy of the same title or another work on the same subject, or may be discarded without replacement. An electronic equivalent may be considered. Factors considered in deciding whether to replace a discarded item include the number of duplicate copies; the existence of adequate coverage of the subject in the collection; demand for the specific title or subject area; and the availability of replacement material.