

Topic: Collection Development and Management – Collection Maintenance

3.25 Weeding and Withdrawal of Collection Items

Board Motion Number:	24.054
Date of Original Board Motion Number:	March 10, 2008
Date of Current Issue:	May 28, 2024
Date of Next Review:	2028
Attachments:	

Signature of Board Chairperson (and Date):

The North Kawartha Public Library Board shall ensure that on-going weeding and withdrawal processes are in place to maintain an active working collection of a high standard.

Procedures

1. Materials shall be withdrawn from the collection on a regular and systematic basis for the following reasons:
 - a) materials are no longer useful in the light of the goals and objectives of the library
 - b) material contents are out-of-date and therefore potentially misleading
 - c) materials are no longer of interest to the community
 - d) materials are damaged, unused, duplicated or worn-out
 - e) to make room for new materials coming into the collection.
2. Weeding of physical items must be undertaken as an ongoing process.
3. Lost and worn materials shall not be replaced except in the case of the Library being unable to meet patrons' requests through Interlibrary Loans.
4. If other staff is involved in weeding materials, the final decision to weed and/or withdraw an item is the responsibility of the CEO/Librarian.
5. Withdrawal requires removal of item from the collection and deletion of the record from the library's database.

6. For disposal, sale to produce extra income for the Library will be considered.
Materials which remain unsold will be sent to waste disposal or charity stores.