

Attachment F-10

## **Collection Maintenance Guidelines**

**Section 1:** Maintenance of the library's collection through constant re-evaluation by library staff insures its usefulness and relevancy to the community. This evaluation depends on the staff's professional expertise in assessing the needs of the community and the content of the collection. An up-to-date and useful collection is maintained through a continual withdrawal and replacement process.

### **Section 2: Withdrawal and Replacement**

Library materials are discarded for one or more of the following reasons:

- Obsolescence: subject matter is no longer timely, accurate, or relevant
- Damage or poor condition
- Space limitations
- Insufficient use

Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. The ongoing process of weeding is the responsibility of the Library Director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.