
Township of Uxbridge Public Library
POLICY STATEMENTS AND PRACTICES

POLICY NO.: M-1 COLLECTION EVALUATION

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OBJECTIVE: To provide guidelines for weeding the collection.

DATE OF APPROVAL: September 16, 2004

MOTION: 04-56

DATE OF AMENDMENT AND MOTION: 07-85 (November 15, 2007), 16-25, March 24, 2016

Policy Statement

1. In order to ensure that the collection is timely, informative and useful, regular and systematic evaluation of all aspects of the collection is required. Evaluation is necessary for an effective selection process and critical to the vitality of the collection.
2. Evaluation also requires the withdrawal (“weeding”) of items which no longer benefit the collection. Outdated, shabby and rarely used items weaken the collection as much as do insufficient acquisitions. Obsolete, outdated and discredited materials overshadow newer and more useful items. They negatively characterize the collection and reduce day-to-day effectiveness.

Policy Practices

1. EVALUATION

The Township of Uxbridge Public Library will evaluate the collection using the following principles:

1.2 Demand

Professional staff will review interlibrary loan requests in the context of the collection to determine the extent to which types of materials requested can be supplied between Uxbridge and Zephyr.

1.2 Use

Professional staff will review the use count of material from the past 4 years to determine their popularity.

1.2.1 An item which has not circulated in 4 years will be considered for withdrawal.

1.2.2 Overdue items not returned after six months will be withdrawn.

1.2.3 Stolen items not returned after six months will be withdrawn.

1.3 Size of collection

The Township of Uxbridge Public Library and Zephyr Library will maintain collections appropriate to the size of the communities and library use, depending on the amount of library space available.

1.4 Physical condition

1.4.1 Shabby, mutilated or irreparably soiled books will be withdrawn.

1.4.2 Books of antiquated appearance which discourage use will be withdrawn.

1.4.3 Badly printed works whose print, binding and paper quality discourage use will be considered for withdrawal.

1.5 Superfluous or Duplicate Volumes

1.5.1 Duplicate copies of items no longer in demand will be withdrawn.

1.5.2 Older editions will be withdrawn when superseded.

1.6 Content

1.6.1 Obsolete or discredited information will be withdrawn.

1.6.2 Poorly written or highly specialized books will be withdrawn when

the collection contains more appropriate items on the subject.

1.6.3 Books on highly-changing subject will be weeded after ten years.

1.7 Standard lists

Professional staff will use various standard lists to evaluate holdings in certain categories.

1.8 Zephyr Library

The Zephyr Librarian will provide comments and suggestions for items to be weeded and these will be considered in the context of the collection as a whole.

2. WITHDRAWALS

Withdrawals, or “weeding,” are fundamental to collection maintenance. Weeding is done responsibly, with decisions based on authoritative sources and standard lists, reviews, and the expertise of professional and trained staff. In all cases, the withdrawn item is considered in relation to the total collection. Certain collections, eg., the Classics, may not be weeded.

3 RESPONSIBILITY

Decisions on weeding catalogued books at the Township of Uxbridge Public Library and the Zephyr Library will be made by professional and/or trained staff.

4 REORDERING

The Chief Librarian, Head of the Zephyr Library, or the Program/Outreach Coordinator will make decisions concerning repair or reordering of worn out, stolen, or lost materials.

5 FREQUENCY

The collection will be weeded continuously as time permits.

6 DISPOSAL

- 6.1 Badly damaged books and non-fiction with obsolete or discredited information will be disposed of.

- 6.2 All other withdrawn books will be clearly marked and will be disposed of by book sales, donated to school classroom/libraries, Better World Books, or the Free Cart.