



VPL LIBRARY MATERIALS WEEDING POLICY

Collection maintenance and weeding are important components of a library's collection management system and are related to the goals and mission of the organization. Regardless of format, an optimal library collection is one that is reviewed on a consistent basis for accuracy, currency, usage, diversity, and subject area gaps. When evaluating print or another tangible medium, collection maintenance usually involves the continual care of the materials, including accurate and efficient shelving (and re-shelving), shelf-reading, shifting, and cleaning. Weeding or the deselection of library material is a critical component to collection maintenance and involves the (librarian supervised and approved) removal of resources from the library collection. All library materials are considered for weeding based on a variety of criteria, condition and age. While weeding is essential to the collection development process, it should not be used as a deselection tool for controversial materials (see the Library Bill of Rights). (ALA)

WEEDING PURPOSE

Weeding is an essential and continuous component of standard collection maintenance. Weeding maximizes the collections' accuracy, aesthetics, usefulness, circulation, and ensures the continued support of the interest, discovery, and research requirements of VPL patrons. (ALA)

BENEFITS OF WEEDING

- Patrons & Staff are able to locate and access useful material quickly & efficiently
- Allows for proper & regular shelf maintenance (paging, shelf reading, & shifting)
- A current & updated collection is more reputable & trustworthy
- Librarians can direct patrons to information more easily
- Materials are of good quality & physical condition benefiting circulation
- Librarians can easily identify the strengths & weaknesses of the collection

WEEDING CRITERIA

The library routinely withdraws items from the collection, basing decisions on a variety of well established factors such as publishing date, frequency of circulation, community interest, and availability of newer or more valid materials. All materials selected for withdrawal are reviewed and confirmed by a certified Librarian.

When evaluating library materials, weeding or withdrawal is based on (but not limited to) the following standardized criteria:

- **Accuracy**
- **Circulation History**
- **Currency**
- **Edition**
- **Format**
- **Number of Copies**
- **Physical Condition / Cleanliness**
- **Relevancy**
- **Scope**
- **Space Limitations**
- **Subject Matter**



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WITHDRAWN MATERIALS

- Withdrawn library materials are sold, donated, or disposed of at the discretion of the Library Director.
- When applicable or appropriate, withdrawn library materials will be sold in library book sales or donated.
- The proceeds of donated and withdrawn library material book sales are used for the benefit of the library.

Information informing this policy was researched and collected from the American Library Association guidelines on weeding and collection management.

<https://www.ala.org/tools/challengesupport/selectionpolicytoolkit/weeding>

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