

# Forrest City Public Library

## Weeding Policy & Procedures

### 1. POLICY OVERVIEW

The Forrest City Public Library is committed to maintaining a collection that supports the educational and recreational needs of the community. Weeding is an essential aspect of maintaining a relevant and up-to-date collection. It is the policy of the Forrest City Public Library to withdraw materials in accordance with the American Library Association's *Guide to Review of Library Collections: Preservation, Storage, and Withdrawal*.

### 2. RESPONSIBILITY FOR THE COLLECTION

Final authority for the determination of the policies in this document is vested in the Library's Board of Trustees. They have delegated the responsibility of implementing this policy to the Library Director. The Library Director will delegate to staff the responsibility of reviewing specific areas periodically, but recommendations are subject to final review by the Director. Weeding will be done without bias by staff, whose personal preferences or interests will not reflect the weeding criteria.

### 3. WEEDING CRITERIA

Materials are candidates for weeding if they are:

- Worn or damaged beyond repair (e.g. mildewed, falling apart, etc.)
- Duplicate titles no longer in demand
- Outdated or factually inaccurate information (technology, health, medical, law, etc.)
- Unused, based on circulation reports (**except classics or books with historical significance**)
- Scratched and incomplete audiovisual materials

### 4. FREQUENCY OF WEEDING

The American Librarian Association suggests that 5% of the collection be weeded annually. The following section is intended as broad guidelines only and the Forrest City Public Library recognizes that there will be many exceptions to these "rules":

- *Fiction, Young Adult & Juvenile Fiction* – unpopular titles that have not circulated in five years
- *Non-Fiction, Adult & Juvenile* – outdated materials, with exceptions to historical significance
- *Encyclopedias* – every five years
- *Dictionaries* – every ten years – older copies will not include the latest meaning of words or new words added in the latest editions
- *Children's Picture Books* – worn copies
- *Audiovisual materials* – same as Fiction
- *Periodicals* – six months to a year, depending on magazine
- *Newspapers* – every two weeks (except for Times Herald)

## **5. DISPOSAL**

The Forrest City Public Library reserves the right to determine how materials are disposed. Staff will attempt to locate family members of books donated in the memory of a loved one. Any materials that are severally damaged will be disposed of immediately. The library will attempt to recycle any disposed materials through the library's ongoing used book sale or by donating to local organizations. When all other options have been exhausted, disposed materials will be offered to the community "free of charge."