

## COLLECTION MAINTENANCE

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Maintenance of the library's collection through constant re-evaluation by the Library Director and delegated library staff ensures its usefulness and relevancy to the community. This evaluation depends heavily on the Library Director's professional expertise in assessing the needs of the community and the content of the collection. Those materials determined to no longer be of value are withdrawn from the collection under the sole discretion of the Director.

### DISCARDING LIBRARY MATERIALS:

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

- <sup>35</sup>/<sub>17</sub> Antiquation: source or subject matter is no longer timely, accurate or relevant
- <sup>35</sup>/<sub>17</sub> Damage or poor condition
- <sup>35</sup>/<sub>17</sub> Space limitations
- <sup>35</sup>/<sub>17</sub> Insufficient use
- <sup>35</sup>/<sub>17</sub> Duplicate Copies

Library materials may be thrown away, sold or donated to another organization which would have use for them.

### EXCEPTIONS:

Certain items may be deemed valuable to the community, despite meeting one of the criteria listed above. These exceptions are left to the discretion of the Library Director and may remain part of the collection due to:

- <sup>35</sup>/<sub>17</sub> Local interest
- <sup>35</sup>/<sub>17</sub> Reputation of author, publisher, producer, illustrator
- <sup>35</sup>/<sub>17</sub> Recognized significance
- <sup>35</sup>/<sub>17</sub> Quality of graphics
- <sup>35</sup>/<sub>17</sub> Uniqueness of information for research

### REPLACEMENT OF WITHDRAWN MATERIALS:

The decision to replace withdrawn items rests solely with the Director and is determined by a variety of factors, including:

- <sup>35</sup>/<sub>17</sub> Availability of copies in the system
- <sup>35</sup>/<sub>17</sub> Popular interest
- <sup>35</sup>/<sub>17</sub> Adequacy of coverage in the subject area
- <sup>35</sup>/<sub>17</sub> Significance in subject area
- <sup>35</sup>/<sub>17</sub> Cost and availability for purchase