

## **Monroe Free Library**

### **Weeding Policy.**

(approved 6/8/98)

#### **Philosophy:**

In order to best fulfill the Monroe Free Library's mission of providing material which supports formal and lifelong independent learning, the library strives to maintain a collection of material which is continually evaluated as to currency, balance, condition, and use. Having outdated or inaccurate materials in a collection discourages use, gives a false impression of the adequacy of the collection, wastes the time of the staff, and obstructs users in their search for useful materials.

#### **Plan of Replacement:**

In 1996, Monroe Free Library began a systematic plan of replacement and weeding, ensuring a collection of depth, relevancy, and scope based on proscribed methods of weeding. It should be noted that the purpose of this procedure is not to remove materials presumed to be controversial or disapproved of by segments of the community.

#### **Collection Maintenance involves:**

- Looking at material for age and condition.
- Being aware of damage: torn plastic covers, split bindings, stains, etc.
- Monitoring material for lack of interest and use.
- Recommending titles for replacement.
- Supplementing the cataloged collection with periodicals & paperbacks.
- Recommending titles for purchase.
- Keeping lists of subjects which need more materials.

#### **Weeding is a valuable tool that provides the opportunity to:**

- Review the collection for content, keeping it updated and balanced.
- Keep aware of the changes in the way the community uses the collection.
- See what is being used or not used.
- Become familiar with authors and their works.
- Share knowledge by keeping other staff informed and submitting replacement requests and recommendations for subject collection development.
- Identify gaps in the collection and fill them.