

Approved: 8/26/10

Collection Maintenance Policy

Through periodic review the Library maintains the quality of the collection by retaining or replacing essential materials and by removing items that are out-dated, damaged, worn out, no longer in demand, or unneeded. The Library does not automatically replace all items that are removed because of loss or damage. Prime considerations in the decision to replace items include the number of copies needed to meet circulation demand, availability of newer or more authoritative material, presence of similar material in the collection, and community interest. Some older or worn material-- such as classics, one-of-a-kind or irreplaceable items, collectors' items, award-winning children's books, items in the local history collection, items that provide special coverage of a field, and items that are consistently in demand-- may be retained.

Items removed from the collection may be sold, given away, recycled, discarded, or otherwise disposed of at the discretion of the Library Director.