

Killingworth Library Association

Collection Management Policy

In order to free shelf space for new materials and to maximize the usefulness of the collection, library materials are removed from the collection on a regular basis. This process is known as weeding or deselection. The following factors are taken into consideration when determining whether an item should be subject to deselection:

- Circulation statistics
- Physical condition
- Publication date
- Currency of information
- Availability of newer or more valid materials
- Availability of the item from other sources
- Presence of duplicates
- Relevancy to the local community

The Library Director is responsible for approving the deselection of materials. Items which are the subjects of materials complaints will not be deselected based on this policy, but will follow the separate removal procedure outlined in the Collection Reconsideration Policy.

Records for missing materials will be periodically reviewed. Titles that are still deemed to be suited for the collection will be replaced, unless they have become prohibitively difficult or costly to re-acquire. Titles no longer considered useful – in accordance with the deselection criteria above – will not be replaced, and their records withdrawn from the catalog.

An attempt will be made to repair damaged materials, if it seems possible to return them to a satisfactory condition. Materials damaged beyond repair will be removed, and a decision to replace them made using the same process as for missing materials.