

Collection Weeding Policy

The collection needs continuous evaluation to ensure that the library is fulfilling its mission. The collection also needs systematic weeding or de-selection of library materials in order to maintain a current and accessible collection. Weeding identifies damaged items, dated materials, and items which are no longer used. Materials which have been withdrawn and are in good condition will be given to the Friends of the Library for its book sale. No items can be held or given to individuals.

Library Director and staff are responsible for ensuring properly maintained collections. Graves County Public Library loosely follows the CREW method of weeding and augments it with weeding reports and other reports generated for specific areas.

The library's policy is not to automatically replace titles discarded, lost, or withdrawn. The need for replacement in each case is based on the existence of adequate coverage of the subject, the timeliness of the title in question, the demand for the specific title, and the availability of the item. The collection is not archival and is reviewed and revised on an ongoing basis to meet current needs. The library follows a five-year weeding schedule that uses our online system to identify those items which should be weeded based on circulation history. The schedule allows for the review of each section of the collection once every five years. The system allows for intervention to ensure that important works are retained regardless of circulation. Special weeding is undertaken each year to target materials that have become outdated. Worn or damaged items are identified for weeding on a continual basis.

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