

Part II – Collection Maintenance

It is a known fact that 20% of a library's collection accounts for 80% of its use. The number of materials is less important than use of those materials.

1. Shelving Library Materials

Materials for shelving include materials which have been returned, materials used by patrons which they did not reshelv and any materials that have been left haphazardly or misshelved by patrons. Fiction is shelved alphabetically by author in categories of Easy, Juvenile and Adult. Non-fiction is shelved according to Dewey classification. Adult and juvenile non-fiction are shelved separately. Biographies are shelved alphabetically by subject. Reference materials for in library use only are shelved in a separate reference section. An accurate and efficient shelving routine is important to maintain the overall quality of library service.

2. Inventory

The library is inventoried by a computer database.

3. Repair and/or Rebinding of Materials

Before any item is repaired or rebound, the Library Director will determine whether the item warrants repair; whether replacement of the item with either a new copy or with a similar item will be more prudent; or whether withdrawal from the collection is appropriate.

4. Weeding/Withdrawal from the Library's Collection

Collection assessment and weeding shall be an on going process. Periodically a shelf check shall be done on the collection to determine circulation of the material. The following guidelines/criteria should be used as guides to select materials to be weeded from the collection. Generally, more than one criterion should be used in decisions to withdraw materials.

- A. Circulation – has the item circulated in the past three – five years? If not, is it likely to circulate in the future?
- B. Condition – (see policy on Repair and/or Rebinding) Is the item falling apart? Is the item still usable?
- C. Appropriateness to the collection – Does the item still meet the Collection Development guidelines?
- D. Currency – Is the item outdated? Are there affordable, more recent publications that cover the subject?
- E. Representation of the subject in the collection – Is this the only item we have on the topic? Are other, better materials on the topic available?
- F. Quality of content – Is the work well written? well produced?
- G. Duplicate – Is this an unneeded duplicate of something already in the collection? Is

the content better presented by other materials in the Library's collection?

H. Format – Is it in a format that makes it unlikely that patrons will use it?

I. Local Interest – Exceptions will be made for books on local history or by local authors which will remain a permanent part of the library's collection unless removal is approved by the Board of Trustees.

Books or materials no longer useful will be withdrawn from the Library's shelves and used for library book sales or permanently discarded.

5. Collection Assessment

During the weeding process it will be noted if materials on specific topics are lacking with an eye to the possibility of ordering to remedy this problem.