

Horicon Public Library

Materials Withdrawal Policy & Schedule

Objectives

Working in concert with the Horicon Public Library's Materials Selection Policy, the library will keep an up-to-date, attractive and useful collection maintained through a continual withdrawal and replacement process. This ongoing process of "weeding" is the responsibility of the library director and is authorized by the Board of Trustees.

Responsibility for Withdrawal

The ultimate responsibility for deselection of library materials rests with the Horicon Public Library Board of Trustees who delegate the duty of withdrawing materials to the Horicon Public Library professional staff. The director has the authority to deselect any item contrary to the recommendations of the staff.

Communicating with Patrons

Recognizing that sensitivity to the needs and interests of the community is essential to the development of library collections, the Horicon Public Library welcomes advice and suggestions from the community, trustees, and authorities in various fields.

As the Horicon Public Library engages in ongoing weeding, library staff should be prepared to field questions from curious patrons. The library is in a constant process of renewal, making room for new materials, making the shelves user-friendly, and replacing outdated information.

Criteria for Withdrawal

Each title requires individual evaluation. Main points and questions considered during the withdrawal process are, but not limited to:

- Age of item
- Timeliness and accuracy of information
- Superseded information
- Circulation statistics
- Availability from consortium partners
- Local interest and popularity
- Condition – Can it be repaired with a new jacket, etc.?
- Is it a duplicate title?
- Is it a classic?
- Could it be relocated in the collection to increase access?
- Is it a local author or local history?

(Adopted 5/2019, Revised 12/2021)

Resource: Vnuk, Rebecca. *The Weeding Handbook: a Shelf-by-Shelf Guide*. ALA Editions, an Imprint of the American Library Association, 2015.

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Gifts and Donations

Materials gifted or donated to the Library's collection are subject to the Withdrawal Policy and are evaluated using the same criteria as those applied to purchased materials.

Frequency of Weeding

The collection as a whole should be reviewed systematically. Some sections will require more frequent review than others to make room for new acquisitions or to remain current with sciences and technology. The following chart will serve as a suggested guideline for the frequency each section should be reviewed. However, weeding can take place at any time a need is perceived.

| DEWEY RANGE | YEARS BETWEEN REVIEW |
|---------------------------|----------------------|
| 000 | 3 |
| 100 | 4 |
| 200 | 5 |
| 300 | 3 |
| 400 | 5 |
| 500 | 2 |
| 600 | 2 |
| 700 | 3 |
| 800 | 5 |
| 900 | 3 |
| Fiction/Sci Fic/Mys/SP/YA | 2 |
| All Children's | 2 |
| DVD/Games | 1 |
| Music CDs | 2 |
| Audio CDs | 2 |
| Graphic Novel | 2 |

Disposal

1. Items unfit for resale will be recycled per current industry guidelines.
2. Withdrawn items may be turned over the Friends of Horicon Library for their ongoing book sale.
3. Donate to other institutions (i.e., libraries, schools, day care providers, nursing homes, jails, third world countries, resale stores, etc.)
4. Recycle
5. Disposal

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Requests for Purchase

Occasionally the Horicon Public Library will receive a request from a reader to be allowed to purchase or otherwise acquire a book or item from the library's collection when that item is withdrawn. Because of the volume of materials the library must handle, it is unreasonable to assume library employees can track such requests, nor will such requests impact the library's decision whether an item should be withdrawn. Persons making such requests are advised to periodically check the Friends of Horicon Library ongoing book sale.

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