

Weeding Policy

South Sioux City Public Library

(Approved by the City Council of the City of South Sioux City May 8, 2017)

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process.

Criteria for Weeding:

Currency: The content of library materials should be accurate and up to date. Materials that are superseded by newer, revised, or updated editions may be weeded.

Usage: Low or no usage may be a factor in weeding decisions. Library personnel may consult circulation statistics or other reports to determine material for weeding.

Physical Condition: Materials that are badly deteriorated or damaged and beyond reasonable repair efforts will be weeded.

Duplicates: Because of space limitations the library may weed duplicate copies of library materials. Library staff will take into consideration the need to have more than one copy of a title on hand, especially for materials that are heavily used.

Completeness: Materials that are part of a multi-volume set of which the library does not have all volumes may be weeded.

Uniqueness: The library will not weed materials that are considered unique.

Format Obsolescence: Materials in obsolete formats may be weeded if the content is available elsewhere or if the material is in poor condition.

The ongoing process of weeding is the responsibility of the library staff with final decision by the Library Director. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

At least 3% of the collection shall be weeded annually.

(Approved by the Advisory Board, revised 8//03/2016)