

City of Pacific Grove, California

City Council Policy

SUBJECT	POLICY NO.	EFF. DATE	PAGE
Withdrawal of Library Materials	200-6 (D)	Dec. 2, 1992	1 of 2

Purpose:

In order to keep the collections up-to-date, relieve congested shelves, and improve the appearance of the entire library, it is necessary to continually examine the collections on a systematic basis to determine if items should be withdrawn or stored.

Policy:

Recommendations for withdrawal will be done by professional staff members. Final decisions regarding disposition of candidates for withdrawal will be made by the Library Director.

It is acknowledged that, after all guidelines herein are followed, there is a subjective element in the weeding process.

It is recognized that through networking it is possible to borrow copies of items that may have been withdrawn.

Guidelines for withdrawal:

General considerations to be observed:

Circulation record, literary merit, obsolescence of factual content, physical condition, reader appeal, duplication of copies beyond period of demand, listing in standard bibliographies or indexes.

Specific criteria for weeding are outlined in the procedures appendix (Continuous Review, Evaluation, and Weeding [C.R.E.W.] Manual).

Disposition of withdrawn materials:

Storage on premises: Copies of seasonal popularity.

Discarded books may be traded or given to another library. An attempt is made to sell all other discarded items, either on the Library discard shelf or

to a rare book dealer, if appropriate. Revenues realized from the sale of these items is deposited in the City's General Fund. Surplus discards may, on the written authority of the Library Director, be given to the Friends of the Library for their sale(s).

Schedules and procedures for withdrawal:

- An attempt should be made to complete weeding all collections every 12 months.
- Weeding should be done as much as possible during hours the Library is closed.
- Prompt decisions should be made on the disposition of withdrawn materials.
- Consult the C.R.E.W. Manual for further procedures.

Library policy, 1982

Approved by Pacific Grove Library Board, July 14, 1992

Adopted: December 2, 1992

Resolution No.: 6320