

WEEDING (COLLECTION MAINTENANCE POLICY)

The PPL strives to maintain a collection that meets the needs of the community. In doing so, ongoing and systematic weeding of the Library's materials (including books, periodicals, pamphlets, audio, and visual items) will improve the efficiency, vitality and quality of the Library's resources. Materials whose contents are still of value but have worn out or have fallen into disrepair will be repaired or replaced if possible. If new editions have been released, newer editions will supersede older copies. Materials not actively used but occasionally needed will be weeded. Patrons can use the Monroe County Library System's hold service to obtain materials not owned by the PPL. Inter Library Loan can be used to obtain materials not owned by any of the libraries in the Monroe County Library System.

Materials no longer suitable for the collection will be withdrawn and recycled, discarded, or sold.

GENERAL GUIDELINES FOR WEEDING:

1. Poor Content- outdated, obsolete, inaccurate or false information, unused, superseded editions, unneeded duplicates, mediocre writing style, or trivial subject matter.
2. Materials/Books of Poor Appearance- Worn out, ragged items, poorly bound or poorly printed editions, items that are dirty, shabby, mutilated, marked up, and damaged, DVDs and CDs, books with yellowed, brittle, torn, taped or missing pages, books with dust jackets or cover art that is dated.
3. Unused Materials- Items that have not circulated within the past 3-5 years, duplicate copies, unused volumes in sets or series, formats that are no longer popular in the community.

See [CREW: A Weeding Manual for Modern Libraries](#) for detailed criteria, weeding procedures and benefits of weeding. Online at <http://www.tsl.state.tx.us/ld/pubs/crew> (Paper copy on file with the Director.)

Adopted by the Parma Public Library Board of Trustees July 12, 2012
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