

OTTUMWA PUBLIC LIBRARY
POLICY AND PROCEDURE

Name of Policy: **WEEDING POLICY**

Purpose: To continuously maintain the library's collection by removing library materials that are no longer needed in the collection, that are factually obsolete, that are in a state of disrepair, that have not been circulating, or that are extra copies.

Procedure:

1. Trained staff will routinely be assigned sections of the collection to go through and pull materials where the information is out dated or wrong, the item is physically damaged, has not circulated in 3-5 years, or there are multiple copies.
2. The Director and Assistant director have final approval over all items before they are officially removed from the collection.
3. Weeded items, if not destroyed, shall be placed on the continuous book sale shelves once removed from the catalog and proper steps are taken to remove the Ottumwa Public Library identification.
4. Weeded book proceeds go back into the Library's budget and not to the Friends of the Library organization.

Date Created: 18 July 2011

By: Ottumwa Public Library Board of Trustees