

WEEDING POLICY

The Valatie Free Library follows certain guidelines for the removal or “weeding” of materials from its collection as outlined below:

When space constraints dictate that some materials must be removed from the collection, each individual item will be reviewed. The criteria for removal will include:

- the number of times an item has circulated
- the date that the item last circulated
- long-term value to the collection
- physical condition
- number of copies of the same title

In the case of non-fiction, the depth of our collection in the subject will be considered. Historical value and timeliness of information will also be considered.

In the case of electronic databases, the following criteria will apply:

- usage statistics
- cost
- duplication of information or purpose

Responsibility for weeding will rest with the Director.

Approved by the Valatie Free Library Board on 8/7/17

Approved by the Valatie Free Library Board on July 25, 2021.