

## Bucks County Public Library

**Collection Management**

## WEEDING

**Policy Statement**

The Bucks County Free Library (BCFL) strives to provide an attractive, useful, and accurate collection of materials and does this through a continuous process of collection evaluation, weeding, and replacement. Because of lack of space and the high cost of preservation, the library does not seek to preserve most materials.

**Regulations**

All decisions regarding what to weed, replace, or preserve and the appropriate methods for doing so are the responsibility of the Collection Management Office (CMO).

CMO adheres to and guides staff in weeding, replacing, and preserving procedures and practices that represent the highest professional standards. These standards are defined in the document: Bucks County Free Library Weeding Guidelines.

Items are weeded and withdrawn from the collection when they are worn or mutilated, contain outdated or inaccurate information, have been superseded by newer editions, or are no longer of interest or in demand.

Branch staff weed continuously under the direction of the Collection Management Office who provides both general weeding guidance and individualized lists and assistance.

Weeded items are added to library or other book sales, recycled, or discarded.

The Library may replace weeded items or items that have been lost or checked out and not returned if they are still in demand, still accurate and up-to-date, and have not been superseded by newer editions.

Generally, only items of significant local or historical value that are unattainable elsewhere are preserved.