

# **Cotuit Library Collection Management Policy Weeding, Preservation, and Replacement**

## **Policy Statement**

The Cotuit Library strives to provide an attractive, useful, and accurate collection of materials and does this through a continuous process of collection evaluation, weeding, and replacement. 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 Library Director.

The collection is weeded continuously under the supervision of the Library Director who adheres to weeding, replacing, and preserving procedures and practices that represent the highest professional standards.

Items are weeded and withdrawn from the collection when they are worn or mutilated, contain outdated or inaccurate information, have been superseded by newer editions, or are no longer of interest or in demand.

Weeded items are added to library or other book sales, placed in the free distribution box, recycled, or otherwise 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been lost or checked out and not returned if they are still in demand, still accurate and up-to-date, and have not been superseded by newer editions.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.

Approved by the Board 6/28/2011