

**LIBRARY POLICY MANUAL**

**Tech-3 Materials Discard Policy**

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**Attachment(s): None**

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**I. Purpose**

The purpose of this policy is to explain the guidelines and outline the procedures for handling materials selected for deletion from the Library's collection.

**II. Definitions**

**Weeding:** A term used by Library staff to describe the process for reviewing materials in the library collection to determine their appropriateness based on specific criteria spelled out in the Library's Materials Selection and Collection Development Plan.

**Selectors:** Library staff who are assigned specific areas of the collection and are responsible in that area for reading reviews for new materials, selecting materials, and weeding materials from their area.

**Turnover rate:** The average circulation per volume owned by the Library. It is calculated by dividing the Library's holdings into the annual circulation.

**III. Policy**

It is the policy of the Mary Riley Styles Public Library to maintain a vital and viable materials collection for use by patrons and staff. In order to accomplish this, selectors periodically weed each section of the collection on a reasonably frequent schedule. Items are weeded and discarded for the following reasons:

1. They are out-of-date, that is, the information is no longer timely or accurate.
2. They are in poor physical condition, cannot be mended, and do not meet the criteria for rebinding.
3. They are not being used, and they do not meet the criteria of the turnover guidelines (low circulation).
4. Space considerations and unneeded duplication of holdings.
5. Subject or author coverage.

Exceptions may be made in cases where an item is deemed to have enduring value from the standpoint of local or state history, ownership association, or antiquarian significance. The policy applies equally to gifts and library-procured materials.

Responsibility for establishing standards and procedures for the evaluation of library materials lies with the Library Director. The Director or designee must maintain and update, as necessary, a manual of such standards and procedures for the guidance of library selectors.

Discarded items may be sold or may be donated to non-profit, public-interest organizations that sponsor book sales for fund-raising purposes. Organizations located in Falls Church and northern Virginia have priority and must pick up those items that they want. Donations may also be made at the discretion of the Director to neighboring libraries or educational institutions. Items not selected for donee organizations may be discarded or recycled in accordance with City waste disposal procedures.

Items to be discarded are placed on the "discard" shelf in the compact shelving located in the Technical Services area. They are removed from the database within two days after being placed on the shelf, and deleted items are counted by category for the monthly statistics kept by the Technical Services Supervisor. Magazines are deleted on a monthly basis and follow the serials policy retention rates. Volunteers complete the physical processing of deleted items and evaluate items for possible sale, donation, or discard/recycling.

See also the Collection Development Plan and the Materials Selection Policy.