

Weeding Policy

Weeding, or deselection, is the removal of library materials that are no longer useful, no longer appropriate, or rarely used. An overcrowded library collection with outdated and irrelevant materials can make it difficult for users to find the resources they need. We weed in order to provide a collection that is credible, useful, timely, and to align our collection with users' needs.

Weeding Criteria

1. Duplicate copies of the same title and edition may be withdrawn, unless the work has recognized importance or is a high-use title.
2. Materials may be withdrawn if they are factually inaccurate or that have information that is out of date.
3. If a newer edition of a title is available in the collection, the superseded editions are subject to deselection; however, if they are of historical value, earlier editions may be retained.
4. Materials in damaged or poor condition may be withdrawn, unless items are rare or difficult to obtain from other libraries. Rare and difficult-to-obtain items may be considered for replacement if they are available for purchase in good condition.
5. Single or scattered issues of serial titles may be withdrawn.
6. Titles with low circulation or that have never circulated may be withdrawn.
7. Titles available in other formats may be withdrawn.
8. Media materials in obsolete formats may be considered for preservation, replacement, or withdrawal.
9. Areas such as travel guides, medicine, technology, law, and science are of a date-sensitive nature. Items in these subject areas whose information is not current will be weeded.

Note: If a gift falls under one of these categories, the gift agreement will supersede the weeding criteria.

Materials We Never Weed

1. Regional materials covering Henderson County and the State of Illinois (history, literature, geography, economics, art, music, etc.)
2. Books written by local authors from the community members.
3. Literary classics
4. Works of historical value, as determined by the library professional staff.

Examples of candidates for removal

Computer Science older than 3 years (except UNIX, Open VMS, Cobol, Fortran)

Science after 3 years (except History of Science, Botany and Science)

Technology and Applied Science older than 3 years

Library Science after 3 years except for theory and history

Occupational Guides, résumé guides, etc. older than 3 years

Financial Management older than 5 years

Travel books older than 3 years

Health, Medicine, Nutrition and Pharmacology older than 3 years

Physical Education older than 10 years

Atlases older than 3 years

Books not checked out in more than 5 years

Incomplete series (library may either order the missing volume or discard the set)

Study prep guides (GRE, MCAT, etc) older than 3 years

Adopted by the Board of Trustees: 06/05/2023