

Claverack Free Library

Weeding Policy

Adopted: July 2015

The withdrawal of materials, also called weeding, of the collection is an ongoing process directly related to collection development. Claverack Free Library maintains the quality of the collection by retaining or replacing essential materials and by removing items that are outdated, damaged or worn out, duplicated, no longer accurate, and no longer used. This includes clearing obsolete media formats and outdated materials to make room for new materials coming into the collections. Items that have not circulated in several years, and that were published before a certain year, are candidates for weeding and disposal. The library does not automatically replace all items that are removed because of loss or damage.

The professional staff of the library, under the general direction and supervision of the Library Director, will be solely responsible for the weeding of the collection. Items removed from the collection may be sold, given away, recycled, discarded, or otherwise disposed of at the discretion of Claverack Free Library.

The proceeds from the sale of disposed library materials will be classified as book sale revenue and credited as operating revenue.