

Material Weeding Policy

Passed: July 2013

1. Purpose

The weeding policy has been established to promote a small, highly functional collection in each branch of the Association.

The Board, as a key to building a healthy collection, endorses aggressive weeding. An initial 10% weeding per year until the collection is healthy, useful and attractive would be followed by a 2% weeding every year. The new books would replace weeded books at approximately the same rate.

2. Procedures

Responsibility for Weeding

The ultimate responsibility for weeding will rest with the Chief Librarian acting in accordance with the general policies established by the Board.

In practice, this authority may be delegated to Branch Librarians and other professional staff.

3. General Principles of Weeding

Weeding is the process of determining if an item still deserves a place on the library shelves. Assessment of the collection should be based on the following general “ groups “ of criteria:

3.1.1. Usage / Age criteria

3.1.1.1. frequency of use, potential use

3.1.1.2. in-house use, inter-library loan circulation

3.1.1.3. age: publication, imprint, purchase date

3.2. Value / Quality criteria

3.2.1. subject matter, historical importance

3.2.2. cost, availability of other material in the field

3.2.3. elsewhere: can be obtained easily through ILL

3.3. Deteriorating Material criteria - worn, damaged, aged, dirty, duplicate

Rule of Thumb: Most material that has not circulated for 2-3 years should be considered for weeding or special promotion.

Detailed procedures as outlined by the Library Services Branch of BC are attached to this policy statement and these criteria should be followed.

4. Special Collections

Special Collections of donated materials such as the Weavers' Guild, New Beginnings Society and Tesla collection, are not to be discarded upon weeding. The owner is to be contacted and the material returned to them.

5. Periodicals

Periodicals shall be weeded each January, maintaining a one-year back-log in reserve. Newspaper format titles may be deleted every 6 months as needed with a 6 month backlog. There may be exceptions to this general rule. For example: the Midden, Smithsonian, Metropolitan Museum of Fine Arts may be retained for a longer period of time.

6. Core Collection

Materials with particular importance shall be considered as part of a core collection that is not subject to de-selection without consultation with the Chief Librarian. This core collection shall be designated on the inside front cover.

7. Disposal

- 7.1.** Selling materials through book sales, recycling remainders
- 7.2.** Exchanging materials or donating them to other libraries
- 7.3.** Giving them to local community outlets : ie train station