

# Weston Public Library

## Withdrawal of Materials Policy

In order to maintain an active and current library collection that serves the informational, educational, and recreational needs of the community, the Library staff continually review the collection for items that should be withdrawn following the [CREW method](#). This process, called weeding, is an integral function of the library as materials that are inaccurate, outdated, unused, or in poor condition detract from the usefulness of the collection and occupy valuable shelf space.

Materials are withdrawn from the Library collection for the following reasons:

1. Out-dated or inaccurate information
2. Condition
3. Availability of superseding editions
4. Irrelevance to the needs and interests of the community
5. Lack of space

Circulation statistics, standard bibliographies, the general availability of materials in other libraries or online, and the balance of the collection as a whole influence the withdrawal process. Special consideration is given to retaining classics and materials of local interest; however, these materials are not exempt from withdrawal. When possible, worn materials that are still of use to the community will be replaced.

Materials withdrawn from the collection may be offered to charitable, historical, and educational institutions, or may be offered for sale for a nominal price as determined by the Director. Worn and out-dated or inaccurate materials will be discarded.

The Library shall strive to comply with the American Library Association recommendation that annual withdrawals from the basic collection shall average five percent of the total collection.

Adopted April 2, 2002; Revised July 2, 2013, March 8, 2023