



The Middleburgh Library

at Dr. Best House and Medical Exhibit

323 Main Street, PO Box 670

Middleburgh, NY 12122

(518) 827-5142

www.middleburghlibrary.info

Policy – Middleburgh Library Weeding

In order to maintain an active working collection of high quality, the Library staff will periodically examine the collection for items that should be withdrawn. Overall authority for weeding of the collection lies with the Director, who in cases of dispute serves as mediator and makes the final decisions. Whenever necessary, the Director will be consulted before an item is discarded from the collection.

Weeding will be done on a schedule of continual review of the collection on a consecutive basis. It is the goal of the library to review the entire collection at least every two years.

Means of evaluating material:

- Record of use - the item has not circulated for 3 years.
- Currency – the subject matter is out-of-date, factually inaccurate, or no longer relevant to current times.
- Technical Quality – non-print materials with poor visuals, faded or off color visuals; faulty or inferior sound reproductions.
- Disposability – duplicate copies or duplicates no longer needed in the collection.
- Physical Condition – the item is torn, soiled, or worn; pages or parts are missing.
- Poor Purchases – materials added to the collection that were not quality items and/or not appropriate.
- Reliability – non-fiction item which contains factual information inconsistent with other sources.
- Short-lived Topics – the item is faddish and no longer of interest.
- Subject Areas – the information is not timely.

Items dealing with local history or by local authors are an exception, as are certain classics and historically significant works of fiction.

Withdrawn books are sold at our Library book sale or in our Book Nook. The proceeds from such sales are used for the benefit of the Library. Books that are not sold will be disposed of at the discretion of the Library Director.

Adopted June 8, 2013