



STANDARD OPERATING PROCEDURES

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LEAD DEPARTMENT: Library
PAGES: 1

Materials Weeding

PURPOSE

The Library needs to provide a policy for the continued assessment of collections to maintain attractive, relevant and useable materials for the community. This process often includes the deaccession, or “weeding” of materials that are worn, obsolete or infrequently used.

SCOPE

This policy applies to all library materials.

POLICY

The Library Director is ultimately responsible for collection management oversight. Collection areas are maintained by librarians who are assigned to specific subject areas. Data for collection analysis is obtained from collection management software, librarian expertise, and visual inspections of collection areas and individual materials.

PROCEDURES

1. Items may be removed from the collection for the following reasons: inaccurate or outdated information, lack of demand for the item, the physical condition of the item, duplication of seldom used titles, superseded editions, and lack of community interest in the subject.
2. Any item that is the last or only item on a topic should be carefully considered before weeding.
3. Books of local interest and by local authors should be kept.
4. Books with memorial plates should be kept as long as they are in acceptable condition.
5. Since Library materials are purchased with public funds, the Library needs authorization to weed materials. The Town Manager has authorized withdrawn materials to be given to the Friends of the Los Gatos Library. The Friends of the Los Gatos Library are a 501(c)(3) organization dedicated to supporting library programs and services through their fundraising efforts, which include the sale of used materials.