

Discarding of Library Materials Policy

The Dresser Village Library's collection must be continually evaluated to ensure the materials are current, accurate, and/or relevant to the needs of our community. Factors considered when discarding materials include:

1. Poor physical condition
2. Lack of use
3. Poor content; inaccurate information
4. Multiple copies of titles no longer in demand
5. Editions replaced by updated revisions or alternative formats

Locally significant materials and special collections may not be discarded even if they meet the above factors.

Judgments of priority often need to be made in the discarding of library materials, especially when faced with space limitations. Staff may need to discard materials that are used but used less frequently than other materials.

Final responsibility for deciding which materials to discard rests with the Library Director. He or she may delegate this authority to other staff members.

Guidelines used by staff members in this process include standard library catalogs and lists, professional readings, and the CREW Method based on local use patterns. The CREW Method is available for reading upon request.

Discarded items may be donated to the Friends at Dresser Library (when active) or another local organization. Discarded items may also be disposed of or recycled. Gifted items that are not added to the library collection may be disposed of in this manner or sold to benefit the library.

DRESSER VILLAGE LIBRARY

The library does not automatically discard challenged materials. There is a policy in place regarding challenged materials. Please refer to the Challenged Materials policy.