The criteria applied to acquisitions form the basis for weeding the collection.

In weeding, care should be taken to retain material by local authors.

When handling damaged materials the circulation staff should place these materials in a designated area for evaluation by the Branch Librarian. The replacement or withdrawing of missing materials shall be done periodically.

Since books rapidly go out of print, some titles cannot be replaced; if an item is in fair shape an effort will be made to keep it in the collection.

Withdrawn materials in good condition may be conveyed to the Friends of the Library according to the “Resolution Authorizing the Conveyance of Books to the Friends of the Library”. Withdrawn items in poor condition will be recycled when possible.

Withdrawing materials procedures:

- Delete item from catalog
- Mark out barcode
- Stamp Discard/Weeded on the item
- If recycled, remove cover from hardback books.