

Collection Maintenance

The collection of the Taylor Memorial Library will be kept attractive and current by a continual program of discarding, repairing, or replacing worn and out-dated materials. Maintenance of the collection is a positive and necessary function that upgrades the collection's appearance, usefulness, space it occupies, and the time required to maintain it. Maintenance of the collection takes skill, care, time, knowledge of the collection, and knowledge of the community's interests and usage patterns to do a competent job. The review of materials is on-going and is the responsibility of the Library Director.

Criteria that is considered when weeding materials:

- Information is dated
- Information is incorrect
- Availability of improved or newer editions
- Material no longer in demand in the community
- Duplicate copies of a title that is no longer in demand
- Condition and appearance
- Space availability
- Low circulation statistics

Replacement of materials that are discarded is not automatic. The number of duplicate copies, the existence of adequate coverage of the subject in the collection, the demand for the specific title or for material in that subject area, and the availability of the material in other local libraries will be considered when determining the need for replacement.

Discarded materials may be offered to other libraries or are placed for resale. Materials unsuitable for transfer or sale are discarded.