PALM BEACH COUNTY LIBRARY

TO: ALL LIBRARY STAFF

FROM: DOUGLAS CRANE
LIBRARY DIRECTOR

PREPARED BY: Intellectual Resources Manager

SUBJECT: Collection Management, Evaluation and Weeding

PPM #: CLO - 1105

ISSUE DATE
March 01, 2024

EFFECTIVE DATE
March 01, 2024

PURPOSE: To establish guidelines and procedures used by the Palm Beach County Library staff in the management, evaluation and weeding of library materials.

AUTHORITY: The Library Mission Statement, PPM #CLO-001, as may be amended; Collection Development Policy, PPM #CLO-1100, as may be amended; Florida Library Association, Florida Public Library Outcomes and Standards (see attachment A); Palm Beach County PPM #CW-O-027, Custody and Disposal of Surplus Assets, as may be amended (see attachment B).

DEFINITIONS:
Weeding: Removing materials no longer suitable for the collection due to content, condition, accuracy, relevance, or usage.

POLICY: Managing the Library's collection includes a systematic evaluation and weeding of the collection by library staff. This is necessary to provide a collection responsive to member's needs, to ensure its vitality and usefulness to the community, and to provide space for current and new materials.

Materials belonging to certain categories, such as classics and award winners, local or regional interest, or materials unique in content are to be evaluated more critically to ensure the integrity of the collection is preserved.

While weeding is essential to the Collection Development process, it should not be used as a tool for the removal of controversial materials. Staff's personal preferences or interests shall not influence the removal of materials. The Palm Beach County Library System, (PBCLS), will take in account the wishes of publishers, authors, and their estates regarding removal of materials, but will not be beholden to their requests.

CRITERIA FOR WEEDING

General:

Physical condition including but not limited to;

- Water damage

- Stains
- Smell
- Mold and Mildew
- Bug, Rodent, or Larvae infestation
- Missing pages, parts, or otherwise incompleteness
- Worn out or torn covers/spines
- Scratched, cracked, or chipped
- Defacement

Content including but not limited to;

- Inaccuracies
- Outdated or obsolete
- Superseded by newer editions

Materials may also be removed from the collection if they are no longer actively being loaned to PBCLS members. Materials will no longer be retained in the collection if the equipment required to utilize it is no longer readily available. Duplicate copies will also be removed as demand wanes.

As a general practice, material shall not be discarded from the collection due to lack of use prior to being present in the collection for at least one year. Utilization of collection management tools is encouraged to maximize usefulness of material to library members prior to material being discarded.

Serials and Magazines:

Specific reasons for withdrawing include, but are not limited to;

- Service quality
- Cost
- Usage
- Damage
- Superseded by newer editions
- Inaccuracies
- Outdated or obsolete

WITHDRAWING LIBRARY MATERIAL

Withdrawn items are prepared for removal from the Library's collection. They may be sent to a third party vendor, recycled, donated to other County agencies, or discarded. No materials are held for or given to individuals or private organizations. Profit from the sale of items by the third party vendor will benefit the Library.

Types of Materials

1. Cataloged Materials - These items may have commercial value and are covered under Palm Beach County PPM #CW-O-027. These items are picked up by a third party vendor to be sold.

2. Serial titles in book form, excluding financial subscription services, are sent to the third party vendor for sale. Serial titles in pamphlet/newspaper form are recycled or discarded at the branch/location.

3. Financial Subscription Services - All financial subscription services are discarded.

4. Magazines / Newspapers - These items are exempt from Palm Beach County PPM#CW-O-027. Magazines/Newspapers not needed for research purposes may be circulated by branches or recycled / discarded at each branch/location. Main Library may retain archives as demand warrants.

   Non-profit and government agencies may request to receive magazines and/or newspapers on a first-come, first-served basis. Priority and special consideration is given to Palm Beach County government agencies. Requests for magazines and newspapers will be filled on the following basis:

   I. The request is initialized by the agency, specifying the quantity and format (newspaper, magazine) needed.
   II. The Library will not be able to fulfill requests for specific titles or types of magazines or newspapers.
   III. Requests are handled individually on a first-come, first-served basis, and cannot be made in advance or on an ongoing basis.
   IV. Agencies may not return materials to any Palm Beach County Library System location.
   V. Materials will not be transferred from/to locations for pickup.
   VI. Magazines/Newspapers must be determined to be of no monetary of archival value to the Palm Beach County Library System and have been deaccessioned from the library's collection.

5. All donated items are exempt from these policies. Staff should refer to PPM #CLO-1104, Materials Donation Policy, for policies and procedures concerning donated materials.

Discard Procedures

- Using the SIRSI checkout wizard, charge item out to your location's DISCARD user (DISCARDWBB, DISCARDMAIN, etc).

The following procedures are applied to materials sent to a third party vendor for resale and for lease material.

- Do not mark out property labels, date stamps, barcodes or any other identifying insignia. Do not tear out the title page.
- Place materials in the boxes provided by the third party vendor (uniform boxes suited to hold approximately 40 lbs. of used books and media). The library couriers will take the filled boxes to the Annex to await pick-up.

These additional procedures are applied to all material being recycled or discarded.

- Remove or obliterate the barcode label with a marker.
- Obliterate all remaining property stamps or Library insignia with a marker.
- Use the "DISCARD: OUTDATED, REDUNDANT MATERIAL" stamp in red ink once on the inside cover or title page.

CONTACT POSITION: Intellectual Resources Manager

APPROVED BY: _____

Douglas Crane, Library Director

Supersession History:

PPM #CLO-1105 Issued June 16, 1993
Revised March 23, 1994
September 28, 1994
July 26, 1995
May 1, 1996
May 26, 1999
June 15, 2002
May 08, 2017

Attachments:

Attachment A – Florida Public Library Outcomes and Standards

Attachment B – Palm Beach County PPM#CW-O-27