

Subject: Weeding and Discarding Library Materials
Effective: May 2010
Revised:

1.0 PURPOSE

The purpose of this policy is to establish standards and guidelines for the weeding and discarding of library materials in order to maintain up-to-date, useful and appealing library collections.

2.0 APPLICATION

This policy applies to library materials.

3.0 DEFINITIONS

Discarding refers to the action of removing library materials from the collection.

Library material refers to the [New Brunswick Public Libraries Act](#) definition which includes books, periodicals, pamphlets, newspapers, photographic reproductions, paintings, films, filmstrips, sheet music, sound recordings, electronic data bases and texts, videos, CD-ROMS, and other information in digital form.

Public libraries refers to public libraries and public-school libraries.

Weeding refers to the action of putting aside library materials for possible discard or withdrawal from the collection.

4.0 LEGAL AUTHORITY

Under the [New Brunswick Public Libraries Act](#), the Provincial Librarian is responsible for the collections in the public library system. In practice, he/she delegates the regional and local responsibility for the selection and acquisition of library materials to the Regional Directors.

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5.0 GOALS / PRINCIPLES

Weeding and discarding of library materials is done to ensure that the library collection remains up-to-date, useful, and in good physical condition and appearance.

6.0 REQUIREMENTS / STANDARDS

6.1 RESPONSIBILITIES

- 6.1.1** Regional Directors, on behalf of the Provincial Librarian (Executive Director), are responsible for decisions related to discarding library materials at the regional and local level.
- 6.1.2** Library Managers and Directors are responsible for the initial selection of materials for weeding as may be delegated by the Regional Director.
- 6.1.3** Library staff are responsible for bringing items that are worn or damaged to their supervisor's attention.

6.2 WEEDING AND DISCARDING

- 6.2.1** The following criteria will be considered:
 - Publication date
 - Lack of use
 - Physical condition
 - Duplication
 - Currency
- 6.2.2** The following material is not to be weeded, except due to physical condition:
 - The "classics", award winners and those items which appear on standard, current core bibliographies
 - Items which may be out-of-print and which may be judged to be useful
 - Material of local interest, local histories
 - Material unique in content, format, illustrative technique, etc.

- Resources, the absence of which may result in an incomplete representation of a subject area.
- Material which falls in a special collection category.
- Works by New Brunswick authors
- Canadiana published prior to 1953.

7.0 GUIDELINES / RECOMMENDATIONS

For subject specific guidelines for weeding and discarding library materials, see the NBPLS Technical Services Manual.

8.0 REGIONAL GUIDELINES AND PROCEDURES

In consultation with the Provincial Office, Regional Directors may develop additional guidelines and procedures consistent with and necessary to support this policy.

9.0 REFERENCES

New Brunswick Public Libraries Act. (<http://laws.gnb.ca/en/BrowseTitle>)

Related NBPLS Policies:

Policy 1041 – Collection Standards. New Brunswick Public Library Service

Policy 1043 – Reconsideration of Library Materials. New Brunswick Public Library Service

10.0 CONTACTS FOR MORE INFORMATION

NBPLS Provincial Office, (506) 453-2354

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