

## **Collection Management Policy (2021)**

### **Mission Statement**

The Wead Library provides access to resources that improve and enrich the lives of all members of the Malone community, regardless of origin, age, background, or views. The library building is safe and welcoming. Information is organized and up-to-date. The staff is well trained to provide professional and caring service to all patrons.

### **Selection of Materials**

The librarian and staff will use their training and expertise along with the following general criteria to select materials for the library:

- Relevance to interests and needs of the Malone community
- Local significance of the author or subject
- Relevance to the existing collection's strengths and weaknesses
- Suitability of format to library circulation and use
- Date of publication
- Price, availability, and library budget
- Critical reviews and public demand

Patrons may recommend books for the library to purchase. Each recommendation will be reviewed by the library staff to determine whether appropriate to purchase or borrow.

Wead Library accepts donations of books or other materials. The library retains the authority to accept or reject materials for the collection.

### **Procedure for Request for Reconsideration**

Library patrons requesting reconsideration and removal of items in the collection may submit a Request for Reconsideration of Library Material form, which is available at the Wead Library. The completed form will be reviewed by the Director or designee, librarian, and the staff member responsible for selection of the material in relation to the Library's mission and selection criteria. A reply to the request will be given within thirty days of receipt of the request. The material in question will not be removed from the shelf during the reconsideration process. Appeals to the decision should follow the Patron Complaint Policy.

### **Collection Maintenance**

Deselecting or weeding of material from the collection is necessary to maintain a successful and useful collection. Wead Library uses the following criteria to make a book eligible for weeding:

- Misleading and/or factually inaccurate
- Ugly and/or worn and beyond mending or rebinding)
- Superseded by a truly new edition or by a much better book on the subject
- Trivial and of no discernible literary or scientific merit; usually of ephemeral interest at some time in the past
- Irrelevant to the needs and interests of your community
- The material or information may be obtained expeditiously elsewhere through interlibrary loan, reciprocal borrowing, or in electronic format

Guidelines can be found in the document “What to Weed: General Guidelines:”

Larson, J., Boon, B., Segal, J. P., & Texas State Library and Archives Commission.

(2012). *CREW: A weeding manual for modern libraries*. Austin, Tex: Texas State Library and Archives Commission.

Withdrawn materials are sold at the library’s book sale, if they are in good condition. Proceeds from the sale are deposited in the library’s general fund to be used in the future. Any books not sold are given to local institutions for their use, or recycled.