

POLICY

Subject: Collection Maintenance Policy
Approved By: Board of Library Trustees
Approval Date: 12-15-2020
Effective Date: 12-15-2020
New (X) **Revised ()**

Removing materials from the library collection is an essential part of collection maintenance. Professional library staff continuously evaluate the collection as needs and interests change, information becomes dated, and items become worn or damaged. Materials are regularly removed to maintain a current, accurate, and appealing collection, and to facilitate its ease of use.

DESELECTION CRITERIA

CUTPL uses the following criteria when considering removing materials from the collection:

- Lack of use and/or demand
- Unnecessary duplicate copies
- Damage or wear that cannot be mended
- Content with inaccurate information
 - Examples: outdated medical or scientific data; misrepresentation of peoples and/or cultures
- No longer relevant, outdated, or superseded by an updated version
- No longer responds to current needs or interests

Items removed from the collection may be expropriated as follows:

- Sold by the Friends of CUTPL, with proceeds used to support library programming
- Transferred to a deposit collection
- Donated
- Disposed of by other means approved by the Library Director

REPLACEMENT CRITERIA

When an item is removed from the collection, professional library staff evaluate the item for replacement. Budget, need, and demand are considered when determining whether or not an item should be replaced.