

PHOEBE APPERSON HEARST LIBRARY  
LEAD, SOUTH DAKOTA



BOARD OF TRUSTEES  
WITHDRAWN LIBRARY MATERIALS POLICY

**PURPOSE**

To guide staff in the **Weeding** (or de-selection) of materials as another component of collection development. Weeding the collection provides space for new materials, increases the value of the collection by removing outdated/unwanted material or items in poor condition and maximizes the usefulness of the Library collection

**SOURCE**

Hearst Library Board of Trustees and Hearst Library Director

**POLICY**

With the exception of reference and special archival materials, the library collection is one that is intended to be active, useful and circulating. The discarding of library materials will be routinely performed within the guidelines of South Dakota Codified Law 14-2-49.

**PROCEDURE**

Specific guidelines to be followed when weeding library materials include:

- Material may be discarded when there has been no circulation within 3 to 5 years
- Material may be discarded when it contains outdated or inappropriate information
- Material may be discarded when it is damaged, soiled or overly worn
- All weeded materials will be removed from the online catalog system
- All weeded materials will be clearly marked with the word "discarded" wherever the label of Hearst Library appears
- Discarded material may be given away, destroyed or offered for public sale
- Discarded material may be traded to a vendor for purchasing credits or financial profit

Approved by:

Mary Levi      3-7-23      Sarah Shoop      3-7-23  
Hearst Library Board of Trustees President      Date      Hearst Library Director      Date

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