

Section 4.3

Materials Deselection

Reviewing materials for deselection is a systematic and on-going endeavor. Materials may be removed from the collection on the basis of their condition, outdatedness, lack of usage, and general relationship to the collection as a whole.

Even though a book in question may not circulate heavily, standard works that form the basis of the library collection will be retained.

The following guidelines will be considered and materials should be removed when it is determined that:

1. Materials are soiled, worn or have significant disfigurement as to destroy the value or appearance.
2. Materials contain outdated information that is no longer accurate.
3. Multiple copies of materials are no longer needed due to demand.
4. The material no longer circulates.
5. The physical form of the material is no longer suitable for the library.
6. There is extensive availability of the material (such as reference information that is readily available from New Castle, our District Center) from other sources.

Approved 11/16/2021

Greenville Area Public Library Board of Directors