

**EDITH B. FORD MEMORIAL LIBRARY
OVID, NEW YORK**

COLLECTION WEEDING POLICY

- I. Criteria for Weeding should follow the “Weed Lists and Procedures” as provided by the FLLS Polaris System. (*The CREW Manual: A Unified System of Weeding, Inventory, and Collection-Building for Small and Medium-Sized Public Libraries* by Belinda Boon, 1995, revised). This reference is available at our library, and should be used for the Weeding process.

- II. Basic criteria for this library:
 - A. Surplus books that:
 1. Have not been taken out for the past five years, and do not meet any of the criteria for retention.
 2. Are in really bad shape physically.
 3. Are duplicates.

 - B. Retain books that:
 1. Have been taken out at least once in the last five years, OR
 2. Are classics with enduring value.
 3. Are particularly relevant to the locality, and/or by local authors.
 4. Are reference books that are likely to only be used within the library, and are of continuing value.
 5. Have been donated by local families and are still relevant.

- III. Weeding at Edith B. Ford Memorial Library should be an on-going process, supervised by the resident librarian. .

- IV. Disposal of Weeded materials should be book sales, donating to organizations, or recycling.