

# Earlham Public Library

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## **POLICY: Deaccession**

Adopted: October 2015

Last Revision: September 2021

Next Review: October 2024

**Board President Signature** \_\_\_\_\_

## **Deaccession**

Removing material from the library collection.

**The collection of the Earlham Public Library shall undergo deaccession on a regular basis to maintain the usefulness, currency and attractiveness of the collection-building goals.**

### **Factors to be considered during deaccession shall include:**

- Currency, based on the latest copyright and varying according to the type of material.
- Usage, based on the latest recorded circulation date.
- Literary merit.
- Accuracy of material.
- Needs and interests of the community.
- Physical appearance of the material.

The library director shall retain the right to dispose of “weeded” material as he or she sees proper and feasible.