

WEEDING:

The professional staff continuously evaluates the Library's collections in order to maintain a useful collection. Library materials are discarded for one or more of the following reasons:

1. Irreparable damage.
2. Out of date.
3. Insufficient use.
4. Space available for housing materials.

REPLACEMENT:

The Library will not automatically replace all items withdrawn because of loss, damage, or wear. Need for replacement in each case is judged by the following:

1. Likelihood of further use.
2. Existence of adequate coverage of the subject, especially if more current material is available.
3. Demand for the title.

DUPLICATION:

Duplicate copies of titles shall be purchased only when there is sufficient public demand.