

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 18, 2011

REVISED:

109-AR-2. WEEDING OF RESOURCE MATERIALS

Weeding is the process of clearing the collections in the library/media center of materials that have outlived their usefulness.

Weeding is essential to maintaining an attractive, relevant collection. Weeding is a continuous process, and the current collection of resource materials will be continually evaluated in relation to evolving curriculum, new formats of materials and resources, new instructional methods, and the current needs of users.

All weeding decisions will be made and executed by the professional staff of each school library/media center. The same review and evaluation used for selection of materials will be applied to weeding of resource materials.

Criteria For Removal Of Materials

Resource materials will be removed from a collection when they are determined to be:

1. Outdated because the content is obsolete, inaccurate or misleading.
2. Unnecessary to support and/or enrich the curriculum or student/faculty needs or interests.
3. Superseded by new or revised editions or more current information.
4. Duplicates of titles no longer in heavy demand.
5. In poor physical condition.
6. Seldom circulated.

Discarded books may be given to staff members and/or donated to public libraries.