

PROCEDURE FOR REEVALUATING THE COLLECTION

Systematic and continuous reevaluation of materials no longer useful to the collection is necessary to maintain a quality library program. Careful evaluation will be made to assure that the information is still relevant and necessary to the balance of the collection.

The following criteria will be used for discarding a title:

1. Condition of the material
 - a. Torn or missing pages or parts
 - b. Badly soiled
 - c. Damaged beyond repair
 - d. So poorly repaired as to be unusable or unattractive
2. Usefulness
 - a. Inferior or mediocre content
 - b. No circulation or use in the past five years
3. Currency of information
 - a. In subjects where current information is vital, a copyright date of ten years or older
 - b. Any material whose information has been replaced with more current and appropriate information
4. Availability of appropriate replacement

The following procedure will be followed when discarding a title:

1. Selected titles will conform to the discarding criteria.
2. Titles will be listed and the list will be presented to the Governing Board at a regularly scheduled meeting.

(07/01)