

Weeding Policy

The ICC Parish Library Committee (“Library Committee”) have established the following weeding guidelines for the ICC Parish Library Ministry. The purpose of the weeding policy is to ensure that the library collection continues to represent the highest quality materials. Weeding is essential so the library does not contain old, worn and outdated material and to allow room for new material.

This policy is effective **May 1, 2016**.

1. The objective of this policy is to provide specific criteria to the Library Committee to use in the weeding process from the ICC Parish Library Collection.
2. The Library Committee makes decisions regarding weeding materials from the collection.
3. All materials which are parts of the ICC Parish Library Collection of which have become the property of the ICC Parish Library Ministry that are being considered for the collection are subject to weeding.
4. Criteria used to evaluate materials for weeding include:
 - a. Does it meet the standards in the ICC Parish Library Collection policy?
 - b. Is it in good physical condition? (ie. no missing pages, no mould, etc)
 - c. Is it relevant, current, and appropriate?
 - d. It is meeting a need?
 - e. What is its circulation history?
 - f. Is it the only resource of its kind?
 - g. Is it a duplicate copy? Is there high enough demand for more than one copy?
 - h. Is it recent honour or memorial gift? Will it be replaced with a newer edition?
5. The Library Committee will strive to weed the collection on a regular basis, at least annually. The collection may be weeded at other times such as when shelving, when there is no more space for new materials, before conducting an inventory or if relocating the library.
6. Materials not selected or weeded from the collection shall be handled in the manner as outlined in the selection policy.

Removal Procedure

1. Delete item from LibraryThing
2. Remove or mark through all church ownership on item
3. On title page, write “Discarded” and date.
4. Write down the listing in the accession book, date it and state the reason for removal.
5. Remove the item from the library as outlined in the ICC Parish Collection Policy.

Note: This policy was adapted from the Sample Policy in the *Church Library Ministry Information Service* (2013) by Andrews, Ferguson, Hunter, Maynard & Tiller published by B&H Publishing Group.