

# TICONDEROGA CENTRAL SCHOOL DISTRICT

## Weeding Policy

### **I. Statement of Policy**

The continuous review of resource center materials is necessary as a means of maintaining an active library collection of current interest to users. In the process, resources may be added and physically deteriorated or obsolete resources may be replaced or removed in accordance with the resource center's collection management practices and the needs of the community it serves.

### **II. Definition**

Weeding is the active discarding or transferring to storage of unneeded resource center items.

### **III. Rationale**

Items that do not support the mission of the educational program of the school and do not fit into the selection of learning resources policy should be removed from the resource center in order to maintain a current, active, and useful collection which reflects the goals of the resource center and ultimately the goals of the school district.

Weeding needs to be an integral function of the resource center to:

1. Insure a relevant collection supportive of the resource center's mission;
2. Make active items more visible, attractive, and accessible;
3. Make the most efficient use of existing, limited space and create shelf space for new additions to the collection;
4. Enable the resource center staff to service the collection efficiently.

### **IV. Criteria**

A. The following materials should be candidates for weeding:

1. Items that are inappropriate to the mission of the resource center and the educational program of the school;
2. Items that have not been used;
3. Badly worn or mutilated materials (If these are important to the collection, they should be replaced.);
4. Duplicated copies of seldom used items;
5. Unsolicited and unwanted gifts;
6. Obsolete materials (especially important in the areas of science and technology);
7. Items not relevant to the current or anticipated curriculum.

B. The following materials should not be discarded:

1. Works of historical significance in the field of literature;
2. Works containing unusual illustrations or illustrations by well-known artists;
3. Works by local authors or illustrators;
4. Works describing local history or personalities;
5. Memorial gifts.

**V. Responsibilities for Weeding**

Weeding is the responsibility of the resource center coordinator/library media specialist whose professional judgment determines the adequacy of the collection and its relevancy to the resource center goals and the goals of the educational program of the school. The ultimate legal responsibility rests with the school superintendent.

**VI. Schedule for Weeding**

Weeding should be done on a continuous basis along with a plan to ensure that all areas of the collection are examined over the course of a year.

First Reading – March 15, 2005

Adoption – April 26, 2005