Deaccession, Retention, and Duplication

The library follows a systematic weeding procedure. Its purpose is to maintain an active, useful and current collection. Items of limited use are eliminated to make room for more useful materials. On a regular, rotating basis, librarians and staff review the different assigned areas of the collection. Basic criteria to consider when reviewing an item for withdrawal are:

Use:	Items that have not circulated during a specified number of years may be considered for withdrawal.
Subject coverage:	The relation of the item to others in the same subject.
Superseded editions:	Older editions will not be retained unless they have unique value to the collection.
Duplicate copies:	Duplicates are retained when demand calls for them.
Value to the library:	An item that is dated and obsolete, of low priority, or readily available elsewhere may be considered for withdrawal.
Availability:	Consideration will be given as to whether an item is the last copy available in the library or in the library system.
Well-rounded collection:	Retention is considered for items representing subjects of new or renewed interest and classics or items of historical value significant to the library and to the community. Particularly careful consideration will be given to materials in literature, history and the arts.
Condition:	Materials in poor condition are considered for repair, replacement, or withdrawal.

Once an item has been withdrawn from the collection, it will continue to remain property of the library and will go through the following removal steps:

Step 1	The item may be offered to other county departments (such as the Sheriff's Dept. for use in the jail).
Step 2	The item may be made available to the Dunnell Community Book Room, formerly a branch of the Martin County Library System
Step 3	The item may be sold by the library in order to fund other projects or purchases.
Step 4	The item may be donated to a local library support group, local school or a non-profit group not affiliated with the library.
Step 5	Once an item has gone through the above procedure and is determined to no longer have any value, it will be recycled.