



Hortonville Public Library

Collection Maintenance Policy

Created January 2017 by Rachel Martens

As it is a library's duty not only to collect materials and house them, but also to keep them in good condition and present them in such a way that they are accessible to the public, a collection maintenance policy is deemed to be necessary.

- **Physical Maintenance:** Items deemed to be in poor physical condition will be removed from circulation and a reasonable effort will be made by library staff to repair them. Poor physical condition refers to: badly cracked spines, damaged covers, torn pages, scratched discs, etc. Some damage is not repairable, including broken discs, written on or missing pages, water damage, broken or loose bindings, and spines cracked to the point of illegibility. When this level of damage is reached or when repair attempts have been made but have failed, the damaged item will be removed from the collection. Based on the item's lifetime circulation, replacement will be considered and if the damage can be traced to a single patron, that patron will be billed for the replacement value of the item. If the item is saleable, it will be put into storage for a future book sale to raise funds for collection development. If it is not saleable, it will be given back to the community by means of a free shelf. If the item is destroyed, as in the case of a broken disc or a missing cover, it will be discarded.
- **Collection Presentation:** A collection that is poorly presented is unlikely to circulate due to lack of accessibility. Examples of poor presentation include overfull shelves, lack of proper signage, confusing arrangement, and failure to consider physical accessibility (children's items on top shelves requiring assistance, large print items on bottom shelves requiring excessive bending and stooping, etc.) To maintain proper presentation, shelves shall not be more than 7/8ths full, items too tall for the shelf shall be turned to fit or displayed elsewhere, items shall be fronted and care shall be taken to prevent items from falling behind each other within the shelf, and all areas of the collection shall be marked with visible, legible signage.
- **Weeding:** An appealing collection demands items that are current, of interest to the community, and in good condition. In order to keep the collection properly updated and presented and in order to reallocate funds for items of higher interest, weeding is a necessary part of collection maintenance. Items that are severely out of date for the genre, in poor condition, or no longer circulating, will be considered for weeding. Examples of items that would be considered include: history books that are not primary sources and were published before the Civil Rights Movement; fiction that is not part of a series, is not considered a classic, and has not circulated in over five years; triplicate items that are no longer in high demand. Withdrawal of such items will be done by library staff and/or the director and final discarding shall be done at the director's discretion. All weeded items which are saleable will be put into storage for a future book sale to raise funds for more high-interest items. Items which are not saleable will be given back to the community via a free shelf.

Approved: February 17th, 2017