
Subject: Weeding and Discarding Library Materials
Effective: May 2010
Revised: *January 2024*

1.0 PURPOSE

The purpose of this policy is to establish standards and guidelines for the weeding and discarding of library materials in order to maintain up-to-date, useful and appealing library collections.

2.0 APPLICATION

This policy applies to library materials. For information on collection development, see NBPLS Policy 1041 – Collection Standards. For information on reconsideration of library materials, see NBPLS Policy 1043 – Reconsideration of Library Materials.

3.0 DEFINITIONS

Discarding refers to the action of removing library materials from the collection.

Library material refers to all formats in the collection, including print, non-print, audio-visual, and electronic materials.

Public libraries refers to public libraries and public-school libraries.

Weeding refers to the action of putting aside library materials for possible discard or withdrawal from the collection.

4.0 LEGAL AUTHORITY

[New Brunswick Public Libraries Act](#)

5.0 GOALS / PRINCIPLES

Weeding and discarding of library materials is done to ensure that the library collection remains up-to-date, useful and in good physical condition and appearance.

6.0 REQUIREMENTS / STANDARDS

6.1 RESPONSIBILITIES

- Head of Collections Management in collaboration with the Regional Directors is responsible for decisions related to weeding library materials.
- Library Managers/Directors are responsible for discarding library materials based on direction from the Head of Collections Management and Regional Directors.
- Library staff are responsible for bringing items that are worn or damaged to their supervisor's attention for discard.

6.2 WEEDING AND DISCARDING CRITERIA

- Publication date
- Usage
- Physical condition
- Duplication
- Currency
- Availability of new titles on the subject
- Adequate coverage on a subject
- Public interest in the subject
- Importance of title to collection
- Indexing or listing of title in a standard library source
- Historical value of the material
- Library space

REFERENCES

New Brunswick Public Libraries Act. (<http://laws.gnb.ca/en/BrowseTitle>)

CONTACTS FOR MORE INFORMATION

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