

SOP: Collection Development and Weeding Guidelines

This SOP establishes **collection development and weeding guidelines** to ensure a balanced, relevant, and up-to-date library collection. It covers criteria for selecting new materials, evaluating existing resources, and the systematic removal of outdated or damaged items. The goal is to maintain a high-quality collection that meets the informational, educational, and recreational needs of the community while optimizing space and resources.

1. Purpose

To outline procedures and standards for collection development and systematic weeding to maintain a dynamic and effective library collection.

2. Scope

- Selection of new materials
- Evaluation of existing materials
- Removal (weeding) of outdated or damaged items
- Applicable to all physical and digital library resources

3. Responsibilities

- **Library Director:** Approves the guidelines and makes final decisions on contested items.
- **Collection Development Team:** Selects, evaluates, and weeds materials.
- **All Staff:** Identify items for review and follow the outlined procedures.

4. Collection Development Criteria

- Relevance to community needs and interests
- Accuracy and currency of information
- Authoritativeness and reputation of authors/publishers
- Demand and anticipated use
- Diversity of viewpoints and inclusivity
- Physical format and durability
- Budget constraints and cost-effectiveness
- Compliance with copyright and licensing

5. Selection Process

1. Review requests, recommendations, and usage data.
2. Evaluate materials against selection criteria.
3. Prioritize acquisition based on needs and budget.
4. Document and track additions to the collection.

6. Weeding (De-Selection) Criteria

- Outdated, inaccurate, or obsolete information
- Poor physical condition, beyond repair
- Low circulation/use statistics
- Duplicates or superseded editions

- No longer relevant to the library's mission or community
- Space limitations and resource optimization

7. Weeding Procedure

1. Identify candidates for weeding using criteria and circulation data.
2. Review flagged items for possible retention or removal.
3. Record weeded items in the inventory system.
4. Dispose of removed items according to library policy (donation, recycling, sale, or discard).
5. Communicate significant removals to stakeholders where appropriate.

8. Appeals Process

Patrons or staff may formally request reconsideration of a selection or weeding decision. The Library Director will review appeals and respond within 30 days.

9. Review and Revision

These guidelines will be reviewed biennially and revised as needed to reflect community needs and professional standards.

10. Documentation

- Maintain records of selection, acquisition, and weeding activities.
- Report on collection development annually.

Table: Weeding Criteria Matrix

| Criteria | Action |
|----------------------------|--------------------------------|
| Obsolete Information | Remove or update |
| Damaged/Unrepairable Items | Remove |
| Low Usage | Consider removal or relocation |
| Duplicates | Remove excess copies |

Approval and Implementation

Effective Date: _____

Approved by: _____