

Collection Evaluation and Assessment Policy

The collection needs continuous evaluation in order to ensure that the library is fulfilling its mission to provide materials in a timely manner to meet patrons' interests and needs. Statistical tools such as circulation reports, collection turnover rates, and volume counts are studied to determine how the collection is being used and how it should change in response to patron usage. Patron input and community surveys are also used in evaluating the collection.

Weeding

As materials become worn, dated, damaged or lost, replacement will be determined by the appropriate staff members, who will determine whether or not:

1. The item is still available and can be replaced.
2. Another item or format might better serve the same purpose.
3. There remains sufficient need to replace that item.
4. Updated, newer or revised materials may replace a given item.
5. The item has historical value.
6. Another networking agency could better provide that or a comparable item.

All memorial items weeded from the collection shall have the memorial bookplate removed before disposal of the item.

The staff will evaluate the collection for replacement and/or discard on an ongoing basis using the CREW method of evaluation developed by Joseph P. Segal. This process (Continuous Review, Evaluation and Weeding) uses the following criteria to evaluate a title's current usefulness to the materials collection:

- M=misleading (and/or factually inaccurate)
- U=ugly (worn and beyond mending or rebinding)
- S=superseded by a truly new edition or by a much better book on the subject
- T=trivial (of no discernible literary or scientific merit)
- Y=your collection has no use for this book (i.e. irrelevant to the needs and interest of the community)

Date of publication, last date circulated, and average number of circulations per year are useful indicators of the above factors.

Adopted, December 12, 2005
Reviewed & Adopted, January 12, 2009
Reviewed & Adopted, August, 21, 2012
Reviewed & Adopted, December 9, 2015
Revised & Adopted, November 13, 2018
Reviewed & Adopted, January 11, 2022
Reviewed & Adopted, April 8, 2025