

# Weeding Policy

In an attempt to keep the Greenwood Public library's collection attractive and useful, the collection must be maintained by the regular withdrawal of volumes that are worn, contain outdated information, or from lack of use. Each year the month of February has been designated as "Book Adoption Month", and all withdrawn material is offered to the public for free. A good will offering can be accepted if the patron offers it.

## Weeding Criteria

Materials may be weeded if they meet the following conditions:

- An item has not circulated in the last 3 years or
- The item is damaged and cannot be repaired or
- The item is considered lost/missing

The Director will make the decision whether or not to replace a damaged/missing item.

Items purchased within the last 5 years will not be weeded regardless of circulation.

**Revised and approved 11/9/2023**