



Appendix C

Cornwall Public Library

Routine Evaluation of Collection Materials & Procedures

As part of its mission, the Library strives to provide, among other criteria, resources that are current, accurate, accessible, and in good condition. Formats are eliminated when the demand has sufficiently decreased. Deselection is, ideally, an ongoing process, staff should systematically inspect and consider items for withdrawal based on the following:

- Poor condition
- Dated or no longer accurate
- Superseded by a new edition or better source
- Multiple copies of once-popular materials
- Infrequently used

Additional considerations for electronic products:

- Ease of use
- Duplication of Information
- Cost

At least once every two years, staff will run a report that lets them know if an item is currently circulating. Items that have not circulated for at least two years will be pulled from the shelves and checked against Core Collections. If not in Core Collections, these items will be evaluated according to the above criteria. If selected for withdrawal they will be stamped DISCARD, offered for sale through the Friends, returned to the book rental agency, or donated as the Director sees fit.