



## COLLECTION MANAGEMENT POLICY

<b>Passed:</b>	September 2001
<b>Amended:</b>	January 17, 2024
<b>Reviewed:</b>	January 17, 2024
<b>Review Period:</b>	As required.

1. Materials that no longer fit the stated mission and service priorities of the library will be withdrawn from the collection.
2. Items will be reviewed to determine suitability for the collection on the following criteria:
  - physical condition and appearance
  - currency and accuracy of subject matter
  - usage
  - relevance to the needs and interests of the community
  - availability elsewhere, including online
3. Items of local interest including local histories and local authors will be kept in the collection as long as possible, providing they are in good condition and the information in them is still accurate.
4. For the protection of the public, outdated materials (e.g. medical or legal materials more than five years old) will not be sold to the public or donated and will instead be recycled or destroyed.

