

Materials Preservation Policy

Preservation is the Term used to describe measures taken to maintain the physical condition, quality, and completeness of the Library's collection. Preservation includes conservation, repair, restoration, replacement, deselection, and retention of materials in all formats.

Decisions regarding the preservation of materials are not the sole responsibility of any one person, but rather a joint effort among individual staff members and various departments.

I. Repair/Restoration

Repair and restoration of print materials is the responsibility of the Technical Services Department; repair and restoration of non-print materials is the responsibility of the Audio-Visual Department. Materials which are not repairable in-house and deemed worthy of retention will be sent to outside vendors for repair on a regular basis.

II. Weeding/Replacement

Weeding is the removal from the active collection of materials to be discarded, stored, or transferred to a special collection. Replacement is the purchase of materials previously held and weeded by the library. Primary responsibility for weeding/replacement decisions will be held by the Department head of the collection in which the materials belong. Other staff will be consulted when appropriate.

A. Criteria for weeding/replacement

1. Missing materials:

Materials missing in inventory after one year will be withdrawn from the collection. Replacement will be dependent upon the material's usefulness, popularity, availability, and budget.

2. Physical Condition:

Materials weeded for reasons of poor condition will be replaced if they are needed, and budget permits. If a replacement copy is unavailable for an item still needed for the collection, every effort will be made to preserve it.

3. Obsolescence of Information:

Materials that contain obsolete or incorrect information and do not retain some historical, or research value will be weeded.

4. Multiple Copies:

Excess multiple copies of seldom used titles will be weeded.

5. Later Editions:

Replacement by later editions will depend on subject matter, use, or extent of revision.

6. Government Documents:

Documents, except when superseded, must be retained for five years. Discarding will be done in accordance with the Government Printing Office procedures.

III. Ongoing Maintenance:

1. Staff Training:

All staff training, especially Library Pages, Will be trained in the proper methods of shelving and handling materials in order to preserve them for a longer period of time.

2. Environmental:

The best possible environmental conditions will be maintained in the physical plant. UV filters will be installed on all fluorescent lighting and windows which directly affect collections.

3. Disaster Preparedness:

A disaster preparedness plan will indicate priorities for salvage of the collections, and the personnel responsibilities at the time of the disaster. (See Disaster Preparedness Manual.)

*Approved by the Library Board of Trustees
September 17, 1998*