

## **Policy 3.1 Material Selection, Retention, and Disposal**

Library materials will be selected by the Director, using his/her professional judgment, in accordance with the Library's acquisition policy.

Books and other materials will be selected by the Director and will include one or more of the following criteria:

- Importance of the subject matter
- Timeliness or permanence
- Authoritativeness
- Need for variety of opinion in matters of controversy
- Popular demand
- Generally recognized literary or artistic merit
- Format and price

Continuous review of the collection keeps it up to date, vital, and useful to Library users. Materials are withdrawn from the collection for one or more of the following reasons:

- Currency - subject matter is outdated, inaccurate or no longer relevant
- Insufficient use - material is no longer in demand
- Space limitations
- Poor physical condition

At the Library's discretion, withdrawn materials may be donated to the Friends of the Library to be sold at their used book sale, donated to other nonprofit organizations, or otherwise discarded.

Approved: FEB 25 2020



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Cash Cook, Board Secretary