

Coburn Free Library Collection Maintenance

Removal of material from the circulating collection is a vital part of successful collection maintenance. Continuous evaluation is necessary and materials are removed to maintain a current, accurate, and appealing collection and to facilitate its ease of use.

Item Removal Guidelines: (An item may be removed for several reasons, including but not limited to:)

- Information is out of date
- Item is worn or damaged
- Item no longer responds to the current needs or interests of our community
- The material format is out of date/no longer supported by current technology
- Lack of available shelf space
- Lack of circulation

Evaluation of materials is ongoing. Collections are reviewed throughout the year. By year's end, all sections are evaluated.