

Policy 1.3: Collection Maintenance

Approved and Adopted by Board of Trustees December 11, 2025

IADL staff and branch employees routinely evaluate the collection and remove books in accordance with the IADL weeding guidelines and procedures. These materials include items that are no longer circulating or have minimal circulations within the Library, items that are worn out, or out of date.

Lost, discarded, misplaced and stolen library materials are accounted for financially in the annual reconciliation of the cost of fixed assets. A report is generated of all materials withdrawn through the automation system (currently Sirsi-Dynix Horizon 7.5.5). Material records are deleted after being listed as LOST, MISSING or TRACE for more than nine months after the due date and at least one shelf check is made. Periodically, materials are discarded [WEEDDED] due to condition, space limitations, validity of information and demand. These are also accounted for in the report generated by the automation system. Historical costs are associated with the withdrawals. A valuation report is provided to the auditors.