

Ford City Public Library

Withdrawal and Replacement of Materials

In order to ensure a vital, useful, and well-kept library, materials are regularly discarded from the collection after careful consideration of each title. One or more of the following factors are used by the Library Director in determining if materials should be withdrawn. These are just guidelines. The final judgment if the material is to be withdrawn is with the Library Director.

- Material that cannot be mended or rebound
- Consideration of statistics of material usage
- Material is out-of-date

Items withdrawn because of loss, damage, or wear will not automatically be replaced with the identical title. Need for replacement is judged by:

- Existence of coverage on the subject within the library
- Existence of more current material
- Demand for the specific title