

## **Northville District Library Policy on Collection Maintenance**

The Northville District Library staff continually evaluates the usefulness of the NDL's collection in order to maintain a current and accurate collection of Library resources in accordance with the Library's Collection Development Plan and available space.

Among the criteria used to withdraw an item from the collection are the following:

- the physical condition of the item
- the information contained in the item is out of date or no longer accurate
- the number of copies of an item that exist in the collection
- the last circulation date of the item
- the format of an item

The Library Director is responsible for the overall process of withdrawing materials.

Withdrawn materials in good condition may be donated to the Friends of the Northville District Library for sale to the public to support their organization. Items may also be donated to other libraries, or to non-profit and government organizations.

Items in poor condition will be recycled when possible or otherwise disposed of in a responsible manner.

**Approved by the Board of Trustees Oct. 28, 1999**  
**Reaffirmed by the Board of Trustees April 28, 2005**  
**Revised by the Board of Trustees December 20 2012**  
**Reaffirmed by the Board of Trustees March 22, 2018**  
**Revised by the Board of Trustees, September 23, 2023**