

## **ESTHERVILLE PUBLIC LIBRARY DESELECTING AND REBINDING**

Deselecting is done by the Estherville Public Library staff following acceptable library guidelines.

Obsolescence, damage and normal wear and tear make the discarding of books a continuing process. The following factors are taken into account before a book is discarded, rebound or replaced:

1. Physical condition of the book.
2. Number of copies remaining in the library collection.
3. Provision of adequate coverage in the field.
4. Availability of similar material in the collection.
5. Immediate need for the particular title.
6. Usefulness of a particular edition.
7. Age of copyright date.

Every effort is made to preserve material relating to Estherville, Emmet County, the immediate surrounding area and to a limited extent Iowa.

Memorial and other donated items will be discarded as needed, based on demand, condition and obsolescence, just like all other items.

Criteria for rebinding or replacing book with poor binding:

1. Availability of a replacement.
2. Cost of a replacement (Compared to rebinding costs)
3. Physical condition of contents.

Magazines and newspapers are discarded as necessary according to space availability.

The Estherville Public Library staff shall retain the right to dispose of weeded material in any way that may be deemed appropriate including recycling or selling the materials to the Friends of the Library for an amount agreed upon by both parties, or donating them to eligible agencies in the area.