

De-selection Policy

1. Items will be de-selected from the *Floridiana Collection* on a limited basis, using the following criteria (based on CREW standards):

- Item does not comply with Boynton Beach City Library Archive and Local History Collection Development Policy criteria for scope and selection (for example, books on gardening in Florida). In this case, the item will be transferred to the Library's general circulating collection.
- Condition of the item constitutes a hazard for the collection environment and well-being of other collection items (for example, items that have mold growth). In this case, item will be destroyed and all attempts will be made to replace the item in kind. If the item is no longer published, used book vendors such as Amazon will be consulted for a replacement copy.

- Item contains inaccurate data (example, a book that contains information that is proven by objective scientific or historic sources to be wrong, not a book containing minority opinions, or something that seems unorthodox or unpopular). In this case, item will be destroyed and a replacement with accurate data will be located to replace it.
- Item is catalogued ARC-B and has not been requested in more than 10 years. Item can either be re-catalogued and placed in the general circulating collection or given to the Friends of the Library for sale.

2. Items will be de-selected from the *Archives and Local History Collection* on a limited basis, using the following criteria:

- Item does not comply with Boynton Beach City Library Archive and Local History Collection Development Policy criteria for scope and selection (for example, museum objects). In this case, all attempts will be made to transfer the item to a more appropriate repository.
- Condition of the item constitutes a hazard for the archival environment and well-being of other collection items (for example, items that have mold growth). In this case, facsimiles of the item will be made prior to destruction.
- Any item that does not comply with Native American Graves Protection and Repatriation Act (NAGPRA), 25 U.S.C. 3001 et seq. [Nov. 16, 1990] will be respectfully and appropriately disposed of according to NAGPRA guidelines and the law.