

## COLLECTION WEEDING POLICY

A library collection *MUST* be weeded regularly to maintain the integrity of the library's collection.

Weeding is the removal of materials to keep the collection up-to-date and attractive; to make the best use of available space; to offer a selection of materials for all users, whether adult or juvenile, in non-fiction and fiction; to make the location of titles easier for patrons and staff to locate.

The following criteria apply to the juvenile collection, reference, special collections, gifts, and can also be used to facilitate the weeding of non-book materials. We want to keep our titles as current and relevant as possible.

### **WEEDING:**

- 1) Physical condition: binding loose, dirty, ragged, or warped  
pages torn, soiled, missing, or brittle, previously repaired, odor, mildew, or mold
- 2) Content: inaccurate or minimal information, superseded editions, newer information available, trivial approach
- 3) Usage: These criteria apply to the juvenile collection, reference, special collections, gifts, and can also be used to facilitate the weeding of non-book materials by the number of times circulated since the title was added to the collection and the date of the last circulation
- 4) Relationship of items being weeded to other materials in the subject and to the balance of the collection
- 5) Duplicate copy: secondary copies are okay to keep if circulation history is high
- 6) Retain fiction for 5 years maximum; if in good condition, retain all works by local or popular authors, all titles in a series, renew classics
- 7) Historical significance: only as it pertains to the library's mission

### **NON-FICTION GUIDELINES:**

000's---General information

2-5 years generally, computer books 1 year

100's---Philosophy/Psychology

5 years: keep self-help titles current

200's---Religion/Theology

5-10 years depending on use; retain basics in all religions

300's---Social Studies

3-5 years generally; government 2-3 years, law 2-3 years, etiquette 5 years;  
folklore 10 years; retain basics

400's---Language

7-10 years; discard textbooks

500's---Natural Science/Mathematics

3-5 years

600's---Technology/Practical Science

2-5 years; medicine-annual updates; repair manuals-retain and add updates;  
cookbooks-retain; discussions of basic preparations, balance collection by  
four food groups

700's---Fine Arts

generally, discard by condition, content, and duplication

800's---Literature

generally, discard by condition and usage; renew classics

900's---History/Geography

generally, 5-10 years; maps-discard ruthlessly; travel-eliminate pictorial  
publications only

B Biography

discard by duplication; fading interest

**REPLACING COPIES OF DISCARDED MATERIALS:** Best to discard and replace at the same time if possible. Try not to delete an entire section all at once until replacement copies can be ordered

**Any changes to the collection weeding process are to be approved by the Library Manager.**