**TANEYHILLS LIBRARY WEEDING POLICY**

A library collection MUST be weeded on a regular basis 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 location of titles easier for patrons and staff to locate.

**CRITERIA FOR WEEDING**

1. Physical condition: binding loose, dirty, ragged, or warped

 pages torn, soiled, missing, or brittle

 previously repaired

 odor, mildew, or mold

1. Content: inaccurate or minimal information

 superseded editions

 newer information available

 trivial approach

1. Usage: number of times circulated since title added to collection

 date of last circulation

1. Relationship of items being weeded to other materials in the subject and to the balance of the collection
2. Duplicate copy: secondary copies okay to keep if circulation history is high
3. Historical significance: only as it pertains to library’s mission

**SOME GUIDELINES**

000’s---General information

 2-5 years generally, encyclopedias-replace one set a year, 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

F Fiction

 5 years maximum; if in good condition; retain all works by local or popular authors; all titles in a

 series; renew classics

**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

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

**Please contact Library Manager for any questions.**

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