

Weeding Guidelines



Non-fiction: p. 1-3

Fiction, Reference, Audio/Visual, Magazines & Newspapers, Donations: p. 4-5

Call #	Subject Area	Years to Retain (from Copyright Year)	Notes
000	General	5	Computers generally 3 years (keep some older e.g. Windows 98, 2000, XP) if people are still using those systems, languages, or programs. Bibliographies and books about reading seldom of use after 10 years.
100	Philosophy	10	Keep descriptions of philosophical systems. Replace explanatory and historical works after 10 years, earlier if replaced by newer work(s).
	Psychology	10	Keep popular works on psychology and ethics as local demand dictates.
200	Religion	10	Often difficult to weed because many materials are donated; librarians may fear criticism. Keep information on many different religions; maintain comprehensive and timely information about Buddhism, Christianity, Hinduism, Islam, Judaism, & Taoism. Discard superseded histories; weed inspirational titles on condition and use.
300	Social Sciences	<i>Maintain Canadian perspective in all social sciences categories.</i> <i>Maintain representation from all sides of controversial issue; include current issues important to Canadians.</i>	
	Politics	5-10	Keep titles on historical aspects according to need/demand. Tax guides should be purchased annually, but keep several years-worth for retroactive tax-filers. Ensure citizenship material is current. Superseded editions of directories, rules of order, etc. should be weeded.
	Economics & Personal Finance	5	Keep Canadian economic history (depression, etc.) Some titles may need to be replaced more frequently (investment guides, etc.). Retain or replace classics (such as <u>The Wealthy Barber</u>).

	Law	5 check annually	Replace (or discard) as soon as any part of the law is changed. NEVER keep superseded material. Ensure Canadian perspective.
	Social Welfare, Education	5-10	Keep historical material. Weed textbooks and teachers' guides from public library collections.
	Folklore, Etiquette, Customs & Costumes	10-15	Keep standard works. Weed according to use.
400	Language	10	Discard old grammars, school dictionaries, and textbooks. Keep large dictionaries (up to 20 years) and basic material. Weed according to use.
500	Pure Science	10	Remove materials with obsolete information and theories. New discoveries mean new books. Keep classics (such as Darwin's <u>Origin of Species</u>) and attractive field guides. Books about creation theory do not belong in the 500s (send to NLLS for recataloguing if necessary) Maintain current science fair books if local schools hold science fairs.
600	Applied Science	10	Maintain current science fair books if local schools hold science fairs. Maintain Canadian perspective wherever possible.
	Medicine	5 check annually	Replace First Aid material every 3 years. Watch for outdated information (e.g. health guides which do not mention AIDS).
	Inventions/Anatomy	10	Keep basic material.
	Mechanics	10	Keep works on early automobiles. Keep vehicle and appliance repair manuals according to use (oily fingerprints okay – new copies are going to get greasy, too!).
	Radio and Television	5	Keep historical material and works dealing with maintenance and repair.
	Horticulture and Home Economics (including cookbooks)	10	Weed according to use, condition, and availability of new editions. Weed fashion/grooming/style materials often. Replace worn and stained popular titles (especially cookbooks).

	Manufacturing & Building	10	Keep books on crafts, wood-working, guns, toys, etc. according to demand. Be aware of changes to building codes and legislation.
	Sports	10	Weed according to currency and condition.
700	Arts		<i>Replace as new editions and more attractive works become available.</i> <i>Replace stamp/coin catalogues and antiques guides biannually or annually.</i>
	Fine Arts	10	Keep basic works and histories of music and art.
	Crafts	3	Retain basic techniques books if they are well-illustrated and reflect popular demand.
	Photography	5	Watch for outdated materials, equipment, and techniques. Retain some darkroom information despite popularity of digital photography.
800	Literature, Rhetoric, and Criticism		Keep literary criticism and history until superseded. Discard poets/dramatists/authors no longer read. Keep literary classics as space allows, replace with newer editions if possible. Keep works by local people. Maintain Canadian perspective.
900	History	10-15	Keep local histories, transfer perhaps in your reference section as they often become "lost". Weed based on accuracy and interpretation. Maintain Canadian perspective.
	Geography and travel		Discard geographies (atlases, etc.) after five years. Retain if expensive & still accurate. Weed travelogues after 10 years unless of historical value. Popular guidebooks (Frommer's, Lonely Planet, etc.) no older than 2 years unless the book contains a significant amount of background & history.
	Biography	10	Unless subject has permanent interest or importance, weed when demand ceases. Maintain major personalities (Martin Luther King, Princess Diana, etc.).

Category	Area	Years to retain	Notes
Fiction	<p><i>Weed duplicates of past best-sellers and; any books not borrowed in last 2 years if space is limited.</i></p> <p><i>Selection of "classics" should be kept only as space allows; replace worn copies as newer, more attractive editions become available.</i></p> <p><i>Maintain Canadian perspective.</i></p>		
	Adult	5-10	
	YA	5	<p>Keep books based on demand, literary merit, quality of writing.</p> <p>Replace classics (such as Robert Cormier's <u>The Chocolate War</u>) with newer versions, especially with those displaying contemporary cover art.</p> <p>Keep current!</p>
	E, J	10	<p>Keep books based on demand, literary merit, quality of writing and illustration.</p> <p>Weed oversimplified, abridged classics when original is appropriate for age level.</p> <p>Weed trite commercial publications designed to sell products to children.</p>
Reference	<p><i>Use may be difficult to determine because reference materials do not circulate.</i></p> <p><i>Replace medical, legal, scientific, and technological works often; check for accuracy before transferring to circulating collection.</i></p> <p><i>Do not retain materials older than 5 years (except local histories and other special collections).</i></p> <p><i>Consider supplementing, rather than replicating, reference works that are available electronically (e.g. World Book, Encyclopaedia Britannica).</i></p>		
	Encyclopedias	5	<p>Obtain encyclopedia yearbook annually (for five years) if you have a print encyclopedia.</p> <p>Withdraw circulating encyclopedias older than 8 years.</p>
	Almanacs	3	Obtain new almanac every year, but keep 3 years in collection.
	Annuals, Directories, Yearbooks	2	Replace at least bi-annually; annually if possible.

Audio & Visual	<i>Replace damaged cases if items are still in good condition.</i>	
	<i>Check materials for damage: scratches, missing parts, etc.</i>	
	<i>Replace language learning materials regularly.</i>	
	Videocassettes	Check for damage after 100-150 checkouts; likely need to be replaced after 250 -350 showings.
	CDs & DVDs	Check for chips & scratches.
Magazines & Newspapers	<i>Retain as space allows. If you have ample room, consider keeping old issues of reference-type materials if they are not available online.</i>	
		<p>Weeklies: keep 6 months.</p> <p>Local weeklies: at least 1 year.</p> <p>Monthlies: keep 2 years.</p> <p>Keep do-it-yourself magazines (e.g. Consumer Reports, home repair) up to 5 years (if space permits).</p> <p>Irregular: use your discretion.</p>
Donations	<p><i>Replace or discard using same criteria used for the rest of your collection.</i></p> <p><i>Don't accept a gift that you wouldn't buy for the library.</i></p>	