

Northern Lights  
Library System

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# Weeding Guidelines

Updated: July 5, 2022

A systematic, evidence-based process that allows us to highlight our collection at its best by removing the damaged, unused and not needed.

## What is Weeding?

Weeding is a continuing and consistent activity. Maintaining a meaningful core collection that is rich in content and provides depth to our users is a collaborative effort between staff and management. It should work in alignment with your library's mission, plan of service, and collection and weeding policies.

## Why Weed?

Libraries weed collections for three reasons primarily. One very obvious reason is the removal of damaged and dirty materials in order to deliver attractive and usable collections to our customers, which helps to break down negative library stereotypes. We also weed dated materials and inaccurate information. This improves the confidence that customers may have in our collections and ensures that we reflect the contemporary thinking in these fields. Finally, we also weed to create space for incoming material.

By weeding damaged and dated materials, and materials that no longer circulate as they once did, we allow space for newer, more appealing and current materials. Weeding is a critical element in maintaining attractive, useful, and contemporary collections within TRAC. In this regard, it is as important to collection management as the selection of new materials.

For every book that you weed, you can purchase a new item that will better circulate in your community. Items that are circulating contribute to high circulation statistics that will appear in your reports that are presented to your boards and to the Public Library Services Branch.

### Key Ideas:

- Weed damaged or dirty materials to make room for more attractive and usable collections that of course give the best appearance.
- Weed dated materials or inaccurate information. This makes collections more relevant, accurate, and attractive, improving patron confidence your library's collection.
- Weed items that do not circulate often (excluding newly created items). Items that don't circulate are likely not meeting the needs or interests of your patron base, so there is no point in keeping them. Replace them with new items that better match your patrons needs and interests.
- Weed items to fill patron needs and promote greater item circulation, which in turn will contribute to better statistics and funding opportunities.

## Who Weeds?

The glib answer to this question is, "Everyone!" The more nuanced answer reflects several variables: primarily, service point workflow, size and staff complement. With that in mind these guidelines are intended to be reflect Best Practices, recognizing that they will take slightly different form for each member library. All Northern Lights Libraries are encouraged to contribute staff to this activity, and should foster both point-of-need and systematic approaches. Each member library needs to decide

how weeding best fits into its workflow and then assign responsibility among the available staff, with consideration being made to matching the work to the most appropriate level of staff. Final collection overview should be provided by a librarian or manager.

## Weeding Procedures

Weeding is a systematic, evidence-based process that allows us to highlight the best of our collection by removing unused, unwanted, and damaged materials. Weeding should not be disaster management. We do not weed only because the shelves are full or because we see duplicate copies.

The weeding process should reflect two types of activities: point-of-need and systematic weeding.

### Point-of-Need Weeding

Point-of-need weeding represents the ongoing, daily weeding that result from being physically in contact with our collection. We actively assess material at check in, shelving and roving, identifying material in poor condition and removing it from circulation.

While consistent attention to a weeding program and attention to the shelving allocated to high-use collections will go a long way towards ensuring shelves are kept in good order, there will still be occasions where specific areas need immediate attention. Some tips to assist in this point of need weeding are:

### Shelving Assessment

When assessing your shelves consider these questions:

- Has this section suddenly become full/empty?
- Is the allotted shelving appropriate for this particular collection? Do I need to expand this section or can I just shift to make more room?
- What do I really know about this section or am I jumping to conclusions about what is happening?
- Has a report been run to understand more about this section?
- Has anything happened in my service point/community recently to promote this section?
- Are there items that can be easily removed from this section that are in poor condition that reflect poorly on your entire collection?
- Who have I spoken to about this collection? Do I need to speak to someone to gain more knowledge about what is happening (e.g., colleague, manager)?

There are several ways you might address issues with crowded and empty shelves:

- Shift the section to allow for more items to be shelved or find a new home for this specific material. If the community is returning these items to your location it may be a case where this particular genre/item is just really popular at your location. This is characteristic of a floating collection.
- Weed materials based on poor condition.
- Consider creating a display to highlight the material in a crowded section.

- Talk with staff about promoting this genre in programs or outreach.

Collections of special consideration – material in some collections are difficult to replace and may have low quantities purchased initially. Please check system-wide holdings before weeding. If condition is good, consider floating to another library before weeding. These collections include:

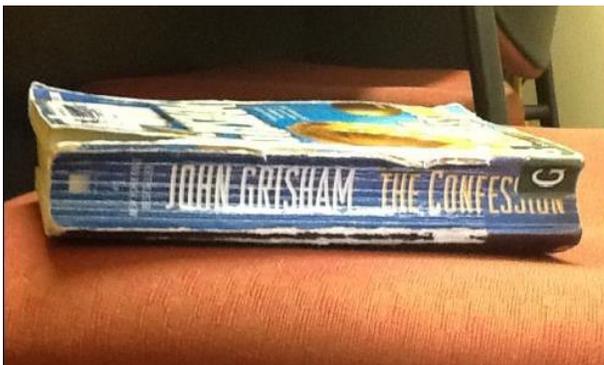
- World Language DVDs
- Opera CDs
- Opera DVDs
- Fantasy and Sci-Fi Large Print
- Older television series that often cannot be replaced

### Materials Assessment

Assess the appearance and usability of the item. The following are definitions of “poor condition.” These items should be discarded from the collection. Items with 20+ circulations should be examined for possible withdrawal. Options for in-house solutions are also provided.

#### Books and Paperbacks:

- Wet and/or water damaged
- Spine: falling apart or loose from the binding
- Pages: loose, torn, cut, yellow (aged) or defaced, worn corners
- Sticky, food, greasy, mold, blood, mucus, and or chewed/teeth marks
- Good rule of thumb is the question: *“would I read this in my bed or at my kitchentable”* or *“would I allow my child to read this”*
- Book jackets that are worn through to the cover or are missing pieces
- Covers loose from the spine or have dog eared corners
- If the jacket/cover of the book needs only minor repairs to make it acceptable to circulate, it is acceptable to fix the item at your library. Do NOT send these items to HQ to be repaired.



#### Magazines and Comic books

- Falling apart
- Pages and/or insert missing
- If the magazines are in good condition please follow the magazine retention guidelines of one year

### Newspapers:

- Retention of newspapers is recommended to one month for all member libraries

### DVDs, CDs, and Videogames:

- Disc is broken, cracked, or scratched
- Customer has complained that item will not play and appears to have damage on the surface.
- If the item can be easily cleaned to make it playable, then staff are encouraged to clean the item.
- Broken and/or cracked cases should be replaced. This is a branch responsibility.
- Multiple disc items that branches do not have cases for can be sent to HQ with a request for a new case.
- Staff are not required to examine every disc as this is extremely time consuming. The preference is to examine titles with 150 circulations and those with visual cues indicating high use such as damaged inserts or cases.
- Discs inserts should be replaced when they are torn or grubby.

### Rebinding

- HQ offers an online tutorial and requestable book binding kit for in-house use
- Only hardcover nonfiction should be considered for rebinding; not all material should be considered to be rebound
- Please consider the following guidelines:
  - Acquired in the last three years, fewer than 15 circulations
  - Valued at more than \$75.00
  - Material of local interest that is difficult to replace
  - Content is current

### Using Damaged Items to Fill Holds (Don't)

- Items that are in poor condition should not be circulated and should be withdrawn, allowing the next item to fill the request for the customer.
- Last copies with holds that meet the criteria for discard based on condition should be discarded. Customer holds will be cancelled automatically. Customers with an active email address will receive a notification of the cancellation. Last copies with holds should be considered for repurchase.

## Systematic Weeding

Systematic weeding represents the planned system-wide activities performed at each service point to further remove unpopular and unused materials.

### Monthly Reports

Systematic weeding refers to the monthly reports run to remove easily defined items that are very much past their prime on your shelves. These reports are preset; they can be run by your location as needed, or at designated times. These include Polaris Weeding Reports, and Simply Reports Weeding Lists. Monthly weeding reports can be run on demand by library managers or designated staff.

## Guidelines to Consider

The guidelines listed in the Sample Schedule below are intended to guide or inform your decision-making process.

- Weed dated material. Follow the Dewey table to determine what constitutes “dated” in each of the subject areas. Even if material is still circulating it should be weeded if it is dated.
- Remember the nature of your local collection.
- Most public libraries maintain popular, not academic, collections. It is acceptable to weed textbooks and scholarly material from academic presses.
- HQ’s collections are often set to float. Consider that some items may have a prolonged and useful life at another service point. Retain volumes from series if possible.
- Guidelines apply to adult and juvenile collections; juvenile specific directions are noted, where applicable.
- Carefully consider material that provides a Canadian perspective or information that is unique to Canada in all collections

### Key Ideas:

- “Weed on Condition and Use” means that after evaluating the physical condition of the material, high or low circulation is the best indicator of whether items should be weeded or recommended for reorder
- AGE indicates that material in this section has a “best before date” and should be weeded if the material has aged beyond this date
- CIRC notes subject areas where circulation details provide helpful information
- EXCEPTIONS notes cases where the AGE or CIRC recommendations may be exceeded resulting from community demand, in-house use or subject areas that have limited material available etc.
- “Historical treatment/content/significance” indicates that material is not affected by and should not be discarded based on age; however, the material should still be weeded based on use (unless it is a classic) and on condition.

## How to Weed

**Part one:** Each staff member assesses items as they encounter them, removing any that are in poor condition.

**Part two:** Monthly weeding lists are run locally, to identify items that are past their prime on your library’s shelves. (See Sample Weeding Schedule)

A schedule should be established and procedures developed for staff to carry out weeding activities based on local library resources. The process will focus on different areas of the collection each month with all areas of your library’s collections considered annually following this schedule. Weeding lists run in Polaris or Simply Reports will allow you to assess your library material to decide to retain or weed an item.

## How to Create a Weeding List in Polaris

Polaris has canned reports that are easy to run, and thus are a great place to start when pulling weeding reports. These, however, do not offer you as much flexibility as Simply Reports, so choosing how you run your reports will be determined by your library's needs.

Log into Polaris, go to Utilities, Reports and Notices, and then Custom Reports.

### Weeding Report – Simple

Report Wizard - Weeding Report - Simple

Parameters

Library  
Northern Lights Library System

Minimum Lifetime Circulation:  
1

Maximum Lifetime Circulation:  
10000

Publication Year Before:  
2000

Submit Cancel

### Weeding Report – with Collection Filter

Report Wizard - Weeding Report - Simple with Collection Filter

Parameters

Library  
Northern Lights

Minimum Lifetime Circulation:  
1

Maximum Lifetime Circulation:  
10000

Publication Year Before:  
2000

collection  
Aboriginal

Submit Cancel

## How to Create a Weeding List in Simply Reports

There are several ways to create a weeding list within Simply Reports, depending on your requirements and needs. We will outline the best search parameters and filters to use, depending on your needs.

To create a weeding list, you will want to be in Item list reports under the Items tab as shown below. There will be three columns: Report output columns, columns selected for output, and columns selected for sort. There are additional filters listed below.

Patrons Patron Account Holds **Items** Bibs Authorities Serials Funds Invoices Orders My Reports

Item list reports Item count reports Item statistical reports

Maximum rows to return 999999

Report output columns

- Is the item holdable
- Item assigned branch abbreviation
- Item assigned branch name
- Item assigned collection abbreviation
- Item assigned collection name
- Item barcode
- Item call number

Columns selected for output

Columns selected for sort

Include header rows

Text file Delimiter type Comma & Quotes

Excel file

**Export Express:**

MARC file Holdings type No holdings Character encoding MARC-8

MARC file - custom Profile COLLECTIONHQ - DO NOT EDIT

Other formats Format Dublin core (XML)

Submit

The output columns commonly selected for output within weeding list reports are:

Item Barcode	Item Call Number	MARC author
MARC title	MARC pub year	Item last CKO*/renewal date
Item lifetime circ count	Item creation date	Item last circ activity date
Item ytd** circ count	Item ytd** inhouse use count	Item physical condition
Item assigned collection name***	Item material type***	Item shelf location***
Item ytd in house circ count	Item lifetime in house circ count	

\*CKO stands for Last Check Out Renew Date

\*\*YTD stands for Year to Date.

\*\*\* If you choose to select these as output columns rather than as filters, which is further discussed below, then Simply Reports will pull for everything that you have selected within the output columns. This can be very useful if you are unsure which items belong to which collections or if you want to get a better overview of any given output category that you have selected.

The output columns commonly selected for sort are:

MARC author	MARC title	Item lifetime circ count
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### General filters:

Select your library under Assigned branch, Library quick pick. Then scroll down and select record status final.

In this filter, you can also further narrow the results that get pulled into the report via collection, material type, shelf location, or circ status. This will limit the specific data pulled into the report (e.g., if you select the YA collection, then only items from your YA collection will show in the results). Be aware of how your specific items are categorized within your collections. For example, some libraries have all (or some of) their YA items within the collection Fiction – YA or Non-Fiction – YA.

**Tip:** Using your Cataloguing Profile during this process may be helpful for you to familiarize yourself with how your library's item information is stored within the Polaris database. If you do not have access to your Cataloguing Profile, contact your NLLS consultant.

### Date filters/ circulation filters

The item date and item circulation filters can narrow down your results via specific or relative time frames and circulation numbers. For example, you may want to only pull statistics for the past year, in which case you can use any of the three item date filters provided. Select Last check out or renewal date and enter your time frame. You may also want to add a filter for recently added items, which will naturally show low circulation stats, by selecting the Creation date and entering your time frame (usually a few months before the report was run is fine).

### Generating your Report

Once you click Submit, a report will be generated for you with a few options:

- You can download the report as an excel or cvs file.
- You can also save your report parameters within Simply Reports and then set them to run on a schedule (under My Reports).
- You can export the report results as a record set in Polaris. This last option can be extremely helpful and time efficient.

Don't know which method to pick? No worries, simply pick the one that works best for your needs. If you are unsure of those needs, contact NLLS for a consultation!

Download report output

Save report parameters for later use  
 Report name   
 Report description

Create item record set from report results  
 Record set name   
 Record set note

## Sample Weeding Schedule

## NON-FICTION

FOCUS MONTH	Dewey Class	Description	Guidelines
January	000-199	Generalities	Weed based on use and on condition AGE: Weed after 10 years EXCEPTION: historic treatments
	001.9	Controversial Knowledge	Retain a variety of titles considering monsters, bigfoot, etc.
	004	Computer Science	AGE: Weed after 5 years EXCEPTION: older software applications/versions still in demand in your community.
	010	Bibliographies	AGE: Weed after 10 years
	.020	Library Science	AGE: Weed after 10 years EXCEPTION: Retain recent library studies material and material related to programming even if not used, in case it is required by library staff
	030	Encyclopedias, Almanacs	AGE: Retain current editions only; weed previous editions EXCEPTION: Guinness Book of Records, retain current and previous two years J: Retain J almanacs and books of lists regardless of circulation stats; weed all after 5 years
	070	News media, Journalism	AGE: Weed after 10 years EXCEPTION: Retain material with Canadian historical content
	100	Philosophy	CIRC: Weed material that hasn't circulated in 3 years EXCEPTION: Retain books that describe philosophical systems, titles by and about major philosophers. Material dates slowly.
	130	New Age, Occult, Witchcraft, Dreams, Paranormal	Weed based on use and condition. Retain a variety of titles considering werewolves, bigfoot, ghosts etc.
	150	Pop psychology	AGE: Weed popular psychology after 5 years. EXCEPTION: Retain classic pop titles
		Mainstream Psychology	AGE: Weed after 5 years. EXCEPTION: Retain general and historical works
	160-170	Logic, Ethics & Morality	Weed on condition and use AGE: Weed after 10 years
February	200-299	Religion	Weed on condition and use

			Retain basic up-to-date material on various religions and sects to ensure a balanced collection: Buddhism, Christianity, Hinduism, Islam, Judaism, and Taoism. Retain works on world mythology J – Retain various works on Greek and Roman mythology, Christian saints
<b>March</b>	300-399	Social Sciences	AGE: Weed general material after 5 years
	310	Statistics	AGE: Retain only current and previous year of current statistics EXCEPTION: Retain material with historical or Canadian significance
	320	Political Science	AGE: Weed material after 10 years , however weed information on current political campaigns after three years AGE: Historical and/or biographical information ages slowly EXCEPTION: Retain standard works, material on Canadian politics, and foreign policy. Retain titles on the political process. J – maintain basic guides on the Canadian political process
	330	Economics, Personal Finance	AGE: Keep current editions of personal finance guides, weed previous editions. AGE: Weed economics material after 5 years EXCEPTION: Historical information (e.g. the industrial revolution) and classic works
	340	Law	Weed on condition and use. AGE: Weed material after 7 years AGE: Retain only latest edition of legal guides and kits AGE: Weed income tax guides after 3 years. EXCEPTION: Historical information, cases & trials EXCEPTION: Retain a collection of guides, reproducible items and information on divorce, real estate, and wills in Canada for the layperson. <b>NOTE:</b> Most recent copies of some material may be older than five years.
	350	Military Science	Weed on condition and use. EXCEPTION: Retain histories of the military, regiments, wars, military uniforms, and equipment. Retain items of local and historical significance.
	360	Social problems, Social issues, True crime	Weed on condition and use AGE: Weed after 5 years EXCEPTION: Historical treatment or Canadian content, including true crime
	370	Education	Weed on condition and use Please consult the <a href="#">Alberta Education website</a> to help inform your weeding decisions. AGE: Weed test preparation books, directories of schools, and guides to financial aid as new editions are available AGE: Weed after 7 years theory and methodology titles

			EXCEPTION: Historical treatment of education or Canadian or local content; Home schooling titles date more slowly Exception: Retain programming resource material even if outdated and/or has low circulations (topics include storytelling, reader's theatre, theme guides)
	380	Commerce, Communication, Transportation	Weed on condition and use AGE: Weed modern discussions after 5 years AGE: Retain histories of growth of commerce, communication, transportation sectors.
	390	Customs/Folklore	Weed on condition and use AGE: Weed after 10 yrs. AGE: Weed wedding and holiday planning guides after 5 years as trends change EXCEPTION: Retain collections of classic fairy tales and Canadian folk tales. EXCEPTION: J 398.2 Picture Book Fairy Tales & J 398.9 Mother Goose/Nursery Rhymes - Retain an assortment of titles Exception: Retain programming resource material even if outdated and/or has low circulations
	395	Etiquette	Weed on condition and use EXCEPTION: Retain items of historical significance and current basic guides.
<b>June</b>	400-499	Language	Weed on condition and use EXCEPTION: Retain language dictionaries if they were published in the last 10 years or still circulate. AGE: Retain only latest edition of TOEFL and ELL preparation guides EXCEPTION: Retain volumes of series
<b>July</b>	500-599	Natural Sciences	Weed based on condition and use Material dates slowly EXCEPTION: Retain Canadian titles
	510	Math	Weed on condition and use AGE: Weed after 10 years EXCEPTION: Historical treatment
	520	Astronomy	Weed on condition and use AGE: Weed after 10 years. EXCEPTION: historical treatment or classic
	530	Physics	Weed on condition and use

			AGE: Weed after 10 years EXCEPTION: Historical treatment EXCEPTION: Retain current study guides, weed previous years
	540	Chemistry	AGE: Weed after 10 years AGE: Weed books on the elements after 5 years EXCEPTION: Historical treatment EXCEPTION: Retain current study guides, weed previous years
	550	Earth Sciences	Weed on condition and use Weed textbooks EXCEPTION: Retain current study guides, weed previous years
	560	Paleontology	Weed on condition and use. AGE: Weed after 10 years EXCEPTION: Historical treatment J – Maintain a range of well-illustrated titles.
	570	Biology	AGE: After 5 years due to rapid changes in scientific practices EXCEPTION: Retain current study guides, weed previous years
	580	Plants and Animals	Weed on condition and use EXCEPTION: Retain Canadian titles and identification guides.
<b>August</b>	600-699	Technology	Weed on condition and use AGE: Weed most applied technology titles after 5 years EXCEPTION: Historical or Canadian treatment
	610	Medicine and Health	AGE: Currency is very important. Weed after 5 years unless basic anatomy, historical or biographical. AGE: Weed drug handbooks rigorously and keep only current editions. AGE: Retain current year of medical compendiums AGE: Retain current year of reference type works such as <i>Gray's Anatomy</i> . EXCEPTION: Retain exercise titles longer. Exception: Retain programming resource material even if outdated and/or has low circulations (topics include movement and yoga for children) <i>Do not send older medical and health titles to book sales.</i>
	620	Engineering and Applied science	Weed on condition and use AGE: Weed after 10 years
	620	Car Repair	EXCEPTION: Retain repair manuals for older cars and trucks as condition and use dictate. Retain current edition and 2 previous years for <i>Lemon-Aid New and Used Cars &amp; Trucks Guide</i> and <i>Sanford Evans</i> guides
	630	Agriculture,	Weed on condition and use.

		Gardening, Pets	AGE: Weed veterinary medicine after 7 years. AGE: Weed information about pesticides after 5 years EXCEPTION: Retain Canadian and classic gardening titles EXCEPTION: Retain core dog and cat breed titles Retain pet care titles on basic pets e.g. cats, dogs, rabbits etc. For juvenile section
	640	Cooking, Home Management	Weed on condition and use EXCEPTION: Retain Canadian and older cookbooks by well-known authors AGE: Cookbooks for special diets (e.g. heart disease, cancer, diabetes) should reflect current medical information so weed after 5 years. Retain cookbook titles geared at children and teens
	643-648	Home repair, Sewing, Grooming	Weed on condition and use AGE: Weed after 10 years as techniques, materials, and tastes change. EXCEPTION: Historical treatments EXCEPTION: Retain sewing machine manuals as use dictates.
	649	Parenting and childcare	Weed on use and condition AGE: Weed after 7 years EXCEPTION: Retain a representative collection on different ages, cultures, and issues.
	650	Job search, Accounting, Management, Business	High demand area; currency is important. Weed on condition and use AGE: Weed résumé and interview books after 5 years AGE: Weed business management books after 5 years
	683-690	Building and Construction; Home Repair	Weed on condition and use EXCEPTION: Retain historical treatments AGE: Retain current information on construction and related building codes, weed after 5 years
<b>September</b>	700-799	Fine arts, architecture, sculpture, games, sports	Weed on condition and use EXCEPTION: <b>DO NOT weed large art books</b> (except on basis of condition) even if circulation is low; these titles are expensive and difficult to replace AGE: For <b>collectors' price guides &amp; catalogues</b> please follow the guidelines pertaining to age as specified in each of the Dewey ranges Retain a collection of art history and biographies appropriate for school use
	720	Architecture	Weed on condition and use. EXCEPTION: Titles with local significance.
	737, 769	Coin and Stamp Collecting	Weed on condition and use AGE: Retain a current collection of stamp and coin catalogues; weed after 3 years
	740	Drawing	Weed based on condition and use

	745-749	How-to arts and Crafts	Weed on condition and use EXCEPTION: Retain older titles that contain patterns as long as the materials used are still available. AGE: Weed price guides after 3 years. Retain a collection on various crafts for all ages; note age of crafter
		Interior Decorating	Weed on condition and use
	770	Photography	Weed on condition and use AGE: Techniques and equipment change rapidly in this area – weed consumer information after 5 years EXCEPTION: Retain a representative collection of significant photographers' works (e.g. Annie Leibovitz, Ansel Adams, Yousuf Karsh).
	780	Music	Weed on condition and use AGE: music history, biographies, and songbooks date slowly
	790	Recreational and performing arts	Weed on condition and use AGE: Weed guides after 5 years unless they have local or historical significance GAPS: Retain a collection on ballet and other dance styles Exception: Retain programming resource material even if outdated and/or has low circulations (topics include puppetry, reader's theatre, fingerplays, camp games, outdoor games)
	793-5	Games	Weed on condition and use AGE: Weed after 10 years EXCEPTION: Titles with historical or Canadian significance
	796	Sports	Weed on condition and use EXCEPTION: Titles with historical or Canadian significance AGE: Weed after 10 years Retain an assortment of titles considering popular sports for juvenile section
<b>October</b>	800-899	Writing, Literature	AGE: Weed general writing techniques after 10 years AGE: Weed business-related writing guides after 5 years. Weed literary criticism and biographies on condition and use. Retain a range of joke books for juvenile section
<b>November</b>	900-999	History	Weed on condition and use AGE: Material dates slowly
	910	Geography and Travel	AGE: Weed standard atlases after 5 years.

			EXCEPTION: Retain Canadian, historical and specialized atlases longer; Specialized atlases have lasting value – weed sparingly. AGE: Retain current edition and immediate previous edition of travel guides as space allows Maintain basic atlases, consider current curriculum needs
	920	Biography	Weed on condition and use EXCEPTION: Retain classics and Canadian titles EXCEPTION: Retain biographies of noteworthy people or major personalities (e.g. politicians, writers, scientists, composers) that are used regularly for school assignments. AGE: Weed more popular works after 5 five years as demand lessens unless the personality is of permanent interest (e.g. John Lennon) AGE: Weed 'ghost' or unauthorized biographies of faddish musicians, actors, or celebrities after 5 years.
	929	Genealogy	Weed on condition Does not date, though how-to guides should present current methods of searching for family
	971	Canadian History	Weed on condition and use AGE: material dates slowly Consider curriculum needs in weeding and retention

**ENGLISH LANGUAGE LEARNING/LITERACY:**

Weed on condition and use

Retain only the latest editions of ELL guides

Retain titles in series

**WORLD LANGUAGES:**

Material in poor condition or that has not circulated in more than four years should be discarded.

## Notes

**Weeding previous editions**

It is important to weed previous editions when the new edition is added to the collection. This ensures that dated material is removed and customer's confidence in the collection maintained. The following principles for retention may be helpful. (These are also

available in the Dewey table above.)

- It is important to distinguish between the latest edition and the current year when weeding previous editions (e.g. the latest edition of *“Canadian Guide to Will and Estate Planning”* has a publication date of 2018 and is not released annually – do not weed until another edition arrives; *CPS : compendium of Pharmaceuticals and Specialties* is released annually, past years can be weeded when the current year arrives.)
- Always check Workflows to assess edition information
- **Almanacs/Annuals/Fact books** – retain current year only
- **Consumer information** – retain current year only
- **Directories** – retain latest edition (consult with Collections Librarians if material seems dated)
- **Legal Guides and kits** – retain latest edition
- **Medical Compendiums** – retain current year only
- **Collectors’ price guides & catalogues** please follow the guidelines pertaining to age as specified in each of the Dewey ranges.
- **Castle Rock Study Guides (Key/SNAP)** – the Collections Librarians will attempt to remain on top of this material and a *Standing Order is in place to ensure new copies and editions are ordered*. However, if weeding becomes necessary, only discard a guide according to whether or not it accurately reflects the curriculum (i.e. unless there has been a documented moderate or major change, the title should not get discarded). Please do not weed according to publishing year. For example, as of June 2015, Math 20-1 guides published in 2012 are still considered current as the math curriculum has not changed enough since then to warrant new guides. However, any Math 20-1 guides published before 2011 should absolutely be discarded because the curriculum underwent a major update that year.
- **Other Study Guides** – retain latest edition
- **Travel Guides** – retain current and previous edition
- **Sporting Guides** – retain current edition only
- **TOEFL, ELL guides** – retain current year, take note of titles in series

#### Other Collection Retention Guidelines

- Newspapers – retain current month only
- Indigenous Collection – Assess and discard based on condition. Report discarded last copy via the Gaps Board. This material is identified with a white label “Indigenous Collection”. Non-Fiction titles should be assessed according the Dewey table.
- Series and classic titles (including paperbacks) – if the title is part of a popular series, a classic title or on an EPL reading list

strongly consider keeping the title in the EPL collection

**Last Copies**

The intention is not to retain every last copy, but to ensure last copies are not withdrawn without proper reflection. Often only one copy is purchased for the collection and may be the only available resource. Staff should feel comfortable discarding material that is damaged, outdated, or inaccurate even if it is the last copy.

## FICTION AND SPECIAL COLLECTIONS

FOCUS MONTH	DESCRIPTION	GUIDELINE
<b>January</b>	Print Fiction, Fiction audiobooks, Paperbacks	Weed on condition and use, and if it has not circulated in 2 years. GAPS: Ensure copies of classics are in good condition. EXCEPTION/GAPS: Be mindful of titles that are part of a series and earlier titles of major authors or major award winners. Retain classic titles and timeless series if condition is good. Tip: Retain, wherever possible, titles that have been or will be adapted to film or television Tip: If you are unsure of the popularity of an item, you can investigate the title in TRACpac – is it on a list? Are there many copies available?
<b>February</b>	Children's picture books, J fiction	Weed on condition and use EXCEPTION: Retain Canadian and seasonal titles EXCEPTION: Retain titles considering illness, death, medical conditions and social issues (e. g. bullying); circulation may be low but titles are difficult to acquire Tip: Retain, wherever possible, titles that have been or will be adapted to film or television Tip: If unsure of the popularity of an item, you can investigate the title in TRACpac – is it on a list? Are there many reviews? Tip: consider floating series titles before weeding
<b>March</b>	Comic Books	Weed on condition; consider in-house use as well as circulation Retain two years if condition and space allow.

<b>April</b>	Music CDs	Weed on condition Weed copies of 150 circulations if required If condition is good please retain CDs if only 3 or less copies are available; replacements are not always available for reorder.
<b>May</b>	Feature Films	Weed on condition and use Weed copies of 150 circulations if required Please note gaps in series, particularly anime World Language films follow the same guidelines
<b>June</b>	Nonfiction DVD -Documentary	Weed on condition and use Weed copies of 150 circulations if required
<b>July</b>	Video games	Weed on condition Weed copies of 150 circulations if required This collection is actively used, even older titles, consider expanding shelving for this collection as the size increases Note: titles are rarely available for reorder
<b>August</b>	English Language Learning / Literacy	Weed on condition and use AGE: Retain only the latest editions of ELL guides EXCEPTION: Retain titles in series
<b>September</b>	World Languages Print collection	Material in poor condition or that has not circulated in more than four years should be discarded. CMA sends annual weeding lists to branches. Will be scheduled for summer months (July, August)
<b>N/A</b>	Government Documents	With the end of the Federal Depository Services program, Public Libraries no longer carries print copies of Government Documents. Many of these documents – new and historical – are made freely available to the public through the Government of Canada’s website ( <a href="http://www.publication.gc.ca">http://www.publication.gc.ca</a> ). Any print government documents should be weeded according to the Dewey section.

## Notes

### **FICTION:**

Weed on condition and use; if an item hasn't circulated in 3 years, weed it.

Ensure copies of classics are in good condition.

Be mindful of titles that are part of a series and earlier titles of major authors or major award winners.

Retain classic titles and timeless series if condition is good.

Retain, wherever possible, titles that have been or will be adapted to film or television

## Discarding material

- Please follow the your local board policy for procedures for discarding items from the collection.