

KPR QUICK GUIDE TO WEEDING

MUSTY: Misguided, Ugly, Superseded, Trivial, Your Collection has no need for it. (© American Library Association)

1. Poor physical shape	2. Poor format	3. Poor content	4. Inappropriate or irrelevant	5. What not to weed
<ul style="list-style-type: none"> a. Film or paper brittle b. Colours faded c. Paper yellowed or torn d. Records or book covers scratched or warped e. Bindings ragged 	<ul style="list-style-type: none"> a. Small print b. Poor quality pictures c. Confusing layout d. Illegible typeface e. outdated, poorly designed, or weak and ineffectual presentation of information 	<ul style="list-style-type: none"> a. Out of date, especially computers, science, medicine, technology, geography, travel, transportation, telecommunication, popular culture b. Trivial subject or approach c. Mediocre writing d. Inaccurate information e. Repetitious series f. Superseded editions g. Not on standard lists h. Not defended by subject specialist or teacher 	<ul style="list-style-type: none"> a. Neither circulated nor used for reference b. Unneeded duplicates c. Unneeded titles in little-used subject areas; retain basic titles d. Interest or reading level inappropriate for students e. Change in curriculum and/or age group served <p style="text-align: center;">Use Guidelines</p>	<ul style="list-style-type: none"> a. Classics except when more attractive format is available b. Local and provincial history unless can replace with new copies c. Year books and other major publications of the school d. Materials which could be considered archival, if no other unit of the institution maintains such files e. Items incorrectly classified or poorly promoted which might circulate under changed circumstances

Weeding Phases

<p>PHASE ONE: <i>Select possible items for de-selection according to quick guide</i></p>	<ul style="list-style-type: none">• Establish a cutoff point. Using circulation records, identify any item, for example, that has not circulated in the past five years and is more than ten years old.• Select specific collections to review on a scheduled basis.• Identify items in poor physical condition.• Remove superseded editions of almanacs, encyclopaedias, yearbooks
<p>PHASE TWO: <i>Check against Guidelines</i></p>	<ul style="list-style-type: none">• Items identified by these steps should be checked against KPR standards. See Guidelines.
<p>PHASE THREE: <i>Subject specialist opinion</i></p>	<ul style="list-style-type: none">• Teachers in appropriate subject areas can be asked to identify items they feel should be weeded or retained.
<p>PHASE FOUR: <i>Final appraisal</i></p>	<ul style="list-style-type: none">• The professional staff may use subjective criteria for final evaluation of items suggested for weeding.
<p>PHASE FIVE: <i>Repair, re-bind, re-catalogue</i></p>	<ul style="list-style-type: none">• Items to be retained should have poor physical condition remedied by repair, rebinding, or replacement.
<p>PHASE SIX: <i>Disposal</i></p>	<ul style="list-style-type: none">• Items to be weeded should be removed from shelf list, catalogue, or computer records. Stamp items that are discarded and scratch out or remove barcode.• Any items for resale should not include inaccurate or biased materials.• Remaining items should be recycled. Remove hard covers.

GUIDELINES

<p>Reference - Special attention must be paid to having up-to-date accurate information. This area requires the teacher-librarian's special attention and expertise. Use same criteria for weeding as for general non-fiction collection. Keep standard works in addition to electronic sources.</p>	<p>Almanacs</p> <p>Encyclopedias General</p> <p>Encyclopedias - Subject Specific</p> <p>Indexes -</p> <p>Dictionaries -</p> <p>Atlases -</p>	<p>General works become dated quickly. Replace with new editions as they are published</p> <p>Dated after 7 years. Check for latest editions.</p> <p>Superseded by each new volume. Keep 3-5 years for teaching purposes. Science yearbooks require consideration because of special articles</p> <p>Discard after 5-8 years depending on type of index and use. As new annual indexes or cumulations appear discard old copies unless used for teaching purposes.</p> <p>Discard as superceded by new editions or after 10 years.</p> <p>Dated after 5 years or after major geopolitical change, i.e., the creation of Nunavut Territory or breakup of Balkan nations.</p>
<p>Periodicals - Do not keep longer than 2 years unless indexed. Consider shelving and storage space. If indexed, keep no longer than oldest index or 5-8 years depending on use. Consider electronic subscriptions.</p>	<p>Journals and magazines</p> <p>Newspapers -</p>	<p>Non-indexed titles keep two or three back issues. Indexed titles, no more than 2 years.</p> <p>Keep only current information not found in other available sources. Consider date-stamping new issues.</p> <p>Keep for one week at most. Consider using the Internet.</p>

<p>Picture Files -</p> <p>Maps and Globes</p>		<p>Withdraw dated, unaesthetic and physically damaged pictures. Large posters, charts, study prints - dated after 5-10 years.</p> <p>Check for currency, accuracy and metrication</p>
<p>Professional Library Most materials inappropriate after 8-10 years. Withdraw items which no longer support curriculum.</p>	<p>Audio-Visual -</p> <p>Textbooks -</p> <p>Teacher's Manuals and Workbooks -</p>	<p>Discard formats no longer used, i.e., film, filmstrip, phonograph records. Weed videos regularly for use, state of repair, interest and relevance.</p> <p>Outdated or superseded textbooks should be discontinued. De-listed Ministry of Education Approved Textbooks, should be withdrawn from use.</p> <p>Withdraw after 5-10 years or when no longer relevant or instructionally useful</p>
<p>000s</p>	<p>Generalities</p> <p>Bibliographies</p> <p>Library and Information Science</p>	<p>Value determined by use. Works on computers are dated after 2-3 years.</p> <p>Seldom of use after 10 years from date of copyright</p> <p>Should conform to current, acceptable practice.</p>
<p>100s</p>	<p>Ethics</p> <p>Philosophy/ Psychology -</p>	<p>Value determined by use. Most unscholarly works not useful after 10 years</p> <p>Weed descriptions of philosophical and psychological problems no longer of interest, superseded books about systems of philosophy, out-of-date psychologies, etc. Be sure self-help books are current.</p>
<p>200s</p>	<p>Religion -</p> <p>Mythology -</p>	<p>Value determined by use. Collection should contain basic information (but not propaganda) about as many sects and religions as possible.</p> <p>Value determined by use. Retain basic titles.</p>

300s	<p>Social Science -</p> <p>Political Science/ Economics</p> <p>Law - Government -</p> <p>Social Problems and Services</p> <p>Education</p> <p>Commerce -</p>	<p>Discard outdated social issues which are not of historical value. Controversial issues should be well represented from all points of view.</p> <p>Information dates quickly. To be withdrawn after 10 years, if not replaced sooner. Books on historical aspects kept according to need.</p> <p>Should be replaced as soon as more current material is available.</p> <p>Dated after 10 years. Superseded volumes should be replaced.</p> <p>Weeding depends on use. Most non-historical materials should be weeded after 10 years. Monitor closely to ensure currency and representativeness.</p> <p>Keep historical materials if they will be used. Non-historical materials need replacement in 10 years. Weed discredited theories of education. Career materials -- discard after 5 years. Be particularly aware of qualification discrepancies in materials dealing with career preparation.</p> <p>Withdraw after 10 years except for historical materials. Watch for geopolitical change.</p>
400s	<p>Customs and Folklore</p> <p>Language -</p>	<p>Keep standard works. Weed according to use.</p> <p>Discard old textbooks and grammars. Keep basic materials. Weed other materials according to use.</p>
500s	<p>Pure Science -</p>	<p>Examine closely anything over 5 years old, except for botany and natural history. Discard materials with obsolete information. Retain classics and historical theories such as Darwin, where appropriate, i.e., Secondary Schools.</p>

600s	Applied Science & Technology -	Most materials outdated after 5-10 years. Give special attention to those dealing with health, drugs, space technology, sex education, radio, television, medicine. Check to see if resources contain information of historical value.
700s	The Arts -	Keep basic works in all areas of the arts. Replace with new editions and works with better illustrations. Retain art history where appropriate. Keep stamp and coin catalogues up-to-date. Discard and replace hobbies, sports and recreational material as interests change. Watch for sports teams which change location. Discard dated techniques in photography.
800s	Literature -	Keep literary criticism and history until superseded by more authoritative works. Keep works by local people. Keep titles/poetry indexed in standard reference indexes.
900s	History -	Withdrawal depends on use or demand, and upon accuracy of fact and fairness of interpretation. Withdraw superseded histories. Retain local history.
Fiction, Picture Books, Story Collections		Withdraw old-fashioned, dated titles, and others, which have not circulated in 3-5 years. "Classics" to be replaced as new, more attractive editions are made available. Retain award winners, novels which continue to be studied or read, materials of local interest and/or local authors. Discard picture books and fiction of inferior quality and art work, as new items are acquired.

Prepared: Johan Ragetti 2003. Based on Selection of Resources Policy ES 3.3