

WEEDING CRITERIA

Goal – A core collection of materials relevant to the curriculum and a small number of recreational materials. See “Mission Statement and Collection Development Policy” for details.

Consider for weeding:

- **Superseded editions**
- **Exceptions:**
 - **For Reference sets, contact faculty members whose subject specialties are involved to inquire if superseded editions should be put in the book stacks, not to circulate, instead of withdrawn**
 - **Faculty members should also be consulted regarding sets in the books stacks before the sets are withdrawn**
 - **These sets should be stamped “Do not discard”**
- **Duplicate copies**
- **Pre-1970 publication date, or as needed for specific subject area. Also consider when we added the item**
- **Keep basic works and collections of essays**
- **Items not likely to be used**
- **Not circulated in 10 years (If the item has circulated and is old, consider replacement) Keep in mind in-house use**
- **Obsolete**
- **Worn out – can’t be mended (Send mends and items needing a new spine label to Catalog Dept.)**
- **Poor, yellowed paper**
- **Shoddy, decrepit binding**
- **Poor illustrations, poor color reproductions**
- **Dirty, musty, damaged**
- **Outdated titles in these fields: geography, minor fiction writers or old best sellers, topical social issues, occupational guides, technology, personal finance, old textbooks, travel, medicine, health, nutrition, prescription drugs, gardening, business, economics, ecology**
- **Superfluous subjects (no longer relevant to the curriculum)**
- **If an area is being depleted, make a note of the need for replacement material**