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- Superseded editions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  - For Reference sets, contact faculty members whose subject specialties are involved to inquire if superseded editions should be put in the book stacks, not to circulate, instead of withdrawn
  - Faculty members should also be consulted regarding sets in the books stacks before the sets are withdrawn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- Outdated titles in these fields: geography, minor fiction writers or old best sellers, topical social issues, occupational guides, technology, personal finance, old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

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