

Weeding Guidelines

All staff may bring items that exhibit the following to the attention of Librarians and Library Assistants for possible weeding:

Condition

Items in poor condition may be pulled for deletion by all staff members.

Books in unsuitable condition show:

- Water damage
- Ripped, torn or removed pages
- Yellowed paper
- Stains
- Pen/highlighter marks
- Binding damaged or worn
- Extensive damage to cover

Audio Visual items (e.g. DVDs and CDs) in unsuitable condition show:

- Deep scratches on disc surface
- Chipped discs
- Broken disc
- Any damage that results in a sharp edge

Librarians and Library Assistants may judge items for weeding on the following criteria:

Duplicates

1 copy only. (Local history and recent bestsellers may be accepted)

(out) Dated

Law-related items

Stamps/Coins

Sports or Guinness record books

General history and science (if more recent research can be found)

Computer and technology references

Health/pharmaceutical

Travel books

Racial, cultural or sexual stereotyping

Science (check current research)

Lack of use

Check for circs using Sitka

3 years for fiction

10 years for non-fiction

Considerations for retention/repair

Local history and out of print

Local authors/performers: signed copies or out of print

Full series (popular, in-demand)

Classics

Award-winning children's titles

Canadian authored children's books

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