



ACCESSIBILITY:

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Weeding Guidelines by Dewey Classification

Compiled By The Preparing For Automation Committee

General Considerations: Physical Condition, Content, Appearance

MUSTY

- **M**isleading and/or factually inaccurate
- **U**gly, torn, dirty, water-damaged, missing pages, yellowed and brittle paper, vandalized, worn out
- **S**uperseded by a new edition or much better book on the subject – remember to remove older editions when you replace them.
- **T**rivial – no discernible literary or scientific merit
- **Y**our collection has no use for this book (irrelevant to the needs of your school)

- Text density, i.e. print too small, too many words on a page for student reading level
- Unattractive editions, e.g. old fairy tales
- Lack of illustrations, black and white illustrations, ugly illustrations
- Outdated images/outdated information
- Duplicate copies not used by the library
- Materials which have never circulated

All materials published twenty years ago, or more, must be reviewed.

000s

Class	Subject or Format	Age	Last Circulated	Comments
000	General	10	3	
004	Computer/Coding Books	3	2	• Become outdated quickly, weed regularly
020	Library and Information Science	5	3	• Should conform to current practice.
030	Fact Books	5	3	• Guinness Books of Records, weed if condition is poor



100s

Class	Subject or Format	Age	Last Circulated	Comments
100	Philosophy/Psychology	10	5	<ul style="list-style-type: none"> • Weed philosophy no longer of interest, check medications, treatment approach, current terms • weed superseded editions, out-of-date psychologies, etc. • in elementary schools weed text heavy books
130	Parapsychology and Occultism	10	3	<ul style="list-style-type: none"> • check the legitimacy of the author and organization
170	Ethics	5	5	<ul style="list-style-type: none"> • Value determined by use. Date quickly, especially when world events used as examples

200s

Class	Subject or Format	Age	Last Circulated	Comments
200	Religion	15	5	<ul style="list-style-type: none"> • Are illustrations appealing? • Bible stories weeded according to aesthetics and use. If not appealing, replace with more current version. • Bibles to keep: New Revised Standard version (grades 7-8); Good News version (junior); a version for younger children, e.g. The Doubleday Illustrated Children's Bible (ISBN 0385185219) • Joseph's Inspirational in Scarborough is a good source of Bibles and religious materials.
290	Mythology/Other Religions	15	5	<ul style="list-style-type: none"> • Remove duplicates if not used extensively. Replace unappealing older editions with newer ones. Ensure a variety of cultures are represented, and reflect the school's community.

300s

Class	Subject or Format	Age	Last Circulated	Comments
300	Social science	10	5	<ul style="list-style-type: none"> • Check statistics for currency of information • Retain balance on controversial subjects • Discard outdated social issues. • Controversial issues should be represented from all sides
310	Almanacs and yearbooks	3	NA	<ul style="list-style-type: none"> • Yearbooks are not used at elementary school level.
320	Political science	5	3	<ul style="list-style-type: none"> • Information dates quickly. Check appearance. Canadian materials are best when possible esp. for government and political parties.
330	Economics	5	3	<ul style="list-style-type: none"> • Information dates quickly, e.g. top 10 companies



Class	Subject or Format	Age	Last Circulated	Comment
340	Law	10	3	<ul style="list-style-type: none"> Replace as soon as more current material is available
350	Government	10	5	
360	Social problems and services	10	5	<ul style="list-style-type: none"> Weeding depends on use. This section dates very quickly, especially illustrations.
370	Education	10	3	<ul style="list-style-type: none"> Keep historical materials if they will be used. Weed discarded theories of education.
	Career materials	5	3	<ul style="list-style-type: none"> Be aware of qualification discrepancies between Canada and U.S. Canadian materials are best. Consider weeding material that display gender stereotype/bias
380	Commerce, Communications, Transportation	5	5	<ul style="list-style-type: none"> Check for bias.
390	Customs, Etiquette & Folklore	15	3	<ul style="list-style-type: none"> Approach weeding with cultural sensitivity. Be aware of gender bias and cultural stereotypes. Retain works that include diverse and attractive illustrations. Check for bias in folklore written by authors not from the tradition. Be sure to purchase materials that reflect diversity of cultures especially those represented in a school's community.
394	Holidays	15	3	<ul style="list-style-type: none"> Keep basic works unless ugly appearance or poor condition.
398	Folklore	20	5	<ul style="list-style-type: none"> Watch for changes in trends in educational use.

400s

Class	Subject or Format	Age	Last Circulated	Comments
400	Language	10	5	<ul style="list-style-type: none"> Discard old grammars. Keep basic materials. Weed other materials according to use.
	Dictionaries	8	5	<ul style="list-style-type: none"> Consider appearance and use. Do not keep multiple copies of older dictionaries. Keep one picture dictionary, one junior dictionary, a thesaurus, a current Canadian dictionary, e.g. Canadian Oxford Look at definitions that change over time such as Internet, email, Down's Syndrome, Asperger's.
	French-Language Materials	10	3	<ul style="list-style-type: none"> Do not delete French materials, obtain guidance from the French consultant.



500s

Class	Subject or Format	Age	Last Circulated	Comments
500	General – Sciences	10	3	<ul style="list-style-type: none">Review resources more than 5 years old.Discard materials with obsolete information and theories
508	Natural History	15	3	<ul style="list-style-type: none">Can be kept for longer than other sciences, keep Canadian resources.
510	Mathematics	10	5	
520	Astronomy	10	3	<ul style="list-style-type: none">Books dealing with astronomy date very quickly. Check currency e.g. Hubble, Space Station, is Pluto included as a planet.
530	Physics	15	3	
540	Chemistry	10	3	
550	Earth Sciences	10	3	
560	Paleontology; Paleozoology	15	3	<ul style="list-style-type: none">Replace worn dinosaur books, include Canadian dinosaurs.
570	Biology	10	3	<ul style="list-style-type: none">Endangered animals become out-of-date quickly. e.g. the White rhino is extinct.
580	Botany	10	3	
590	Animals	15	3	<ul style="list-style-type: none">Consider appearance and replace older books, esp. dinosaurs

600s

Class	Subject or Format	Age	Last Circulated	Comments
600	Technology (Applied Sciences)	10	5	<ul style="list-style-type: none">Most materials outdated after 5 years especially future of technology.Give special attention to those dealing with drugs, space technology, sex education, radio/television and medicine.
610	Medical Sciences Anatomy/physiology	5-10	5	<ul style="list-style-type: none">Keep only the newest edition of Canada's Food Guide.
613 614	Promotion of Health Incidence & Prevention of Disease	10	5	<ul style="list-style-type: none">Information on recent trends. e.g. antibiotic resistance, anti-vaccine movement etc.
620	Engineering	10	3	<ul style="list-style-type: none">Retain car manualsdigital technology outdated quicklymost recent Driver's Handbookcheck the catalogue to see if other schools have the resource, if not it's likely should be weeded
630	Agriculture	10	5	
640	Home economics & Family management	10	5	<ul style="list-style-type: none">Weed old patterns, old cookbooks, resources with stereotypical roles.Keep most current Canada's Food Guideweed fashion books after five years



Class	Subject or Format	Age	Last Circulated	Comments
650	Management	10	5	
660	Chemistry/Food	10	5	
670	Manufacturing	10	5	
680	Manufacture for Specific Uses	10	5	
690	Construction of buildings	10	5	

700s

Class	Subject or Format	Age	Last Circulated	Comments
700	The Arts	15	5	<ul style="list-style-type: none"> Keep basic works, but replace with new editions and better illustrations. buy resources on Canadian artists purchase resources that reflect diversity
720	Architecture	20	5	<ul style="list-style-type: none"> Keep basic works, but replace with new editions and better illustrations.
730-740	Crafts & Graphic Arts	10	5	<ul style="list-style-type: none"> Purchase student oriented resources, projects they can do themselves Weed resources which include cultural appropriation, defined as taking from someone else's culture without their consent. e.g. a craft project to make a copy of First Nations regalia to wear as a Halloween costume
747	Interior Decoration	5	3	<ul style="list-style-type: none"> Dates quickly
770	Photography	5	3	<ul style="list-style-type: none"> Age appropriate, in terms of complexity Reflects current digital technology
780	Music	15	5	<ul style="list-style-type: none"> Discard books on celebrities no longer popular with students
790	Recreational & Performing Arts	15	5	<ul style="list-style-type: none"> Discard books on celebrities and athletes who are no longer popular
796	Sports; Athletic and Outdoor Sports and Games	10	3	<ul style="list-style-type: none"> Discard and replace sports and recreational materials as interests change Important to keep very current materials of interest to reluctant readers Be aware of gender stereotype/bias and cultural diversity e.g. purchase books about athletes who are female, male, from diverse backgrounds

800s

Class	Subject or Format	Age	Last Circulated	Comments
800	Literature Elementary Secondary	15 20	3 5	<ul style="list-style-type: none"> Keep basic works especially criticism. If you wish to keep anthologies and classics, move them to teacher resources as unlikely to be used by elementary students.
819.1	Canadian literature			<ul style="list-style-type: none"> Same as above.



Elementary:	15	3	
Secondary:	20	5	

900s

Class	Subject or Format	Age	Last Circulated	Comments
900	Geography and History	15	5	<ul style="list-style-type: none"> Evaluate demand, accuracy. Include resources with Indigenous perspective e.g. atlas depicting First Nations territories rather than national and provincial borders. Weed superseded histories unless of historical value.
910	Travel/Geography	10	5	
912	Maps & mapping	10	5	
914	Geography of Europe	15	5	<ul style="list-style-type: none"> Ensure that collection reflects current political situations
917	Geography of North America	15	5	<ul style="list-style-type: none"> Ensure collection is current.
920	Biography	15	5	<ul style="list-style-type: none"> Keep until demand wanes, unless outstanding in content or style and still used
930	General History of the Ancient World	20	5	<ul style="list-style-type: none"> Weed resources that display bias and cultural appropriation.
940	History of Europe, Local history (Canadian)	15	5	<ul style="list-style-type: none"> Keep outstanding overviews.
950	History of Asia	15	5	
960	History of Africa	15	5	
970	History of North America	5-10	5	<ul style="list-style-type: none"> Weed resources that include stereotypical portrayals of North America's Indigenous peoples.
971	History of Canada	15	5	<ul style="list-style-type: none"> Ensure that collection has current resources. e.g. weed books with old version of the National Anthem.
980	History of South America	15	5	

Fiction/Easy Reads

Class	Subject or Format	Age	Last Circulated	Comments
FIC	Hardcover Fiction	20	5	<ul style="list-style-type: none"> Keep high demand; evaluate literary merit; classics should be replaced as new, more attractive editions become available Weed outdated books which have not circulated
FIC	Paperback Fiction	5	3	<ul style="list-style-type: none"> Discard paperback fiction in poor condition. e.g. yellowed pages, worn cover. If circulating well, purchase a new copy. Discard fad books and series before 5 years, once they're no longer popular. Weed multiple copies of Forest of Reading books.
E/P	Hardcover Easy/Picture Books	20	5	<ul style="list-style-type: none"> Check condition of books: wear on spines, covers, etc.



				<ul style="list-style-type: none"> Review hardcover and paperback picture books mindful of books that may depict cultural and gender stereotypes
E/P	Paperback Easy/Picture Books	10	5	
GN FIC	Graphic Novels	10	5	<ul style="list-style-type: none"> Discard popular books and series before 5 years, once they have lost their popularity. Weed graphic novels in poor condition

Young Adult

Young adult is a holdings code for materials to be circulated to students in grade 7 and 8. Books in this holdings code are generally written for a teen audience and address topics requiring maturity.

Class	Subject or Format	Age	Last Circulated	Comments
YA FIC	Hardcover Fiction	20	5	<ul style="list-style-type: none"> YA fiction becomes dated quickly, weed regularly
YA FIC	Paperback Fiction	5	3	
YA GN	Graphic Novels	10	5	<ul style="list-style-type: none"> Weed graphic novels in poor condition

Reference

Class	Subject or Format	Age	Last Circulated	Comments
030	Encyclopedias		NA	<ul style="list-style-type: none"> in elementary schools strongly consider weeding, keep one or two volumes for demonstration keep specialized encyclopedia such as The Catholic Encyclopedia
	Atlases	5		<ul style="list-style-type: none"> Check for metric measurements
	Newspapers	1 wk.		<ul style="list-style-type: none"> For non-indexed For indexed
	Periodicals	2	NA	

Professional Materials & Audiovisual Materials

Class	Subject or Format	Age	Last Circulated	Comments
DOC	Government Documents			<ul style="list-style-type: none"> Reference document "Elementary and secondary out-dated curriculum documents". All current government documents are available online, consider weeding print copies.
AV	Audiovisual and Software			<ul style="list-style-type: none"> Weed out-of-date technologies, and worn materials
DVD CD	DVDs and CDs	10	5	Keep only legal copies, weed older formats
PRO	Books			<ul style="list-style-type: none"> Keep historical materials if they will be used. Weed discarded theories of education.
KIT	Kits			<ul style="list-style-type: none"> Keep kits provided by subject consultants, The Learning Commons, CEC will inform library staff when these are to be weeded. Do not weed without direction, e.g. Family Life kit, Mental Health kit, Literacy Place.



SOURCES

Goldsmith, Francisca. Crash Course in Weeding Library Collections. Libraries Unlimited, 2016.

Larson, Jeanette. CREW: A Weeding Manual for Modern Libraries. Texas State Library and Archives Commission, 2012. <https://www.tsl.texas.gov/sites/default/files/public/tslac/ld/ld/pubs/crew/crewmethod12.pdf>