



**GUIDELINES FOR THE DESELECTION OF
EDUCATIONAL RESOURCES**

1. **The following criteria shall be used in the weeding process: use, condition, timeliness, reliability, language, fad and duplicates.**

a. **USE**

If the material has not been used at all in the last 8-10 years, or has only circulated once or twice in the last 3 years, it is a candidate for weeding.

Conversely, where it is constantly in circulation, it should be kept in good condition and considered for the purchase of an additional copy.

b. **CONDITION**

If the condition is deteriorating, the item should be weeded, with a decision made whether or not to replace the title.

c. **TIMELINESS**

i. Out –of-date materials, particularly in the sciences and technology, where items may be inaccurate after only 5 years.

ii. Materials no longer in demand, or which do not support the current curriculum.

iii. Older editions of titles (watch for valuable 1st editions, however!)

iv. Dated textbooks if included in the collection.

d. **RELIABILITY**

Viewpoints change and must be reflected in the collection. If explanations provided in the material reflect outdated viewpoints, the title should be weeded.

e. **LANGUAGE**

Foreign language titles that were collected to reflect the surrounding community need to be reviewed as the face of the community also changes.

f. **FAD**

Certain subject areas, from inspirational tomes to 'how to make a million dollars' go out of fashion and use. This type of literature should be reviewed when it no longer circulates or is no longer timely. Additionally, any time an item has a year in its title, it is dated after that year e.g. "The 1988 Guinness Book of Records" or "The 1991 Canadian Internet Handbook".

g. **DUPLICATES**

Where there are several duplicates and none seem to be circulating well, all but a single copy should be discarded. After a couple of years, if not circulating, this single copy should be considered for discard also.

2. **Weeding within the broad Dewey classification**

These guidelines are intended to provide ways of reviewing the resources and to provide a rationale for selecting an item for weeding. Some variance is allowed, with final decisions based on informed judgment about the site and its collection needs.

- 000's Computer – 3-5 years (unless historical)
Reference works such as dictionaries and encyclopedia materials (Check for dated pictures and concepts)
- 100's Changes in social attitudes, i.e., mental illness, sexuality, dated material (Check for dated pictures and concepts)
- 200's Philosophical and religious materials – ensure many points of view are presented.
- 300's Fairy tales and folklore weeded only if condition is poor
Government 5-10 years
Materials stereotyping women and ethnic groups replaced
- 400's Check materials for dated pictures and concepts
- 500's Physics, biology and chemistry – 10 years
Environment – 10 years
- 600's Medicine – 10 years
Space exploration – 5 years, unless historical review
Areas such as cookbooks, pets, crafts, only if condition is poor
- 700's Sports and hobbies – 10 years
Art, music and fine arts are sometimes irreplaceable
(Use patterns should determine weeding in this area)
- 800's If major curriculum changes are made, literary history can be discarded. Use patterns should determine weeding in this area.
- 900's Geography – 5 years
History determined on a per use/curriculum basis.

Easy Picture Books

- Poor physical condition (beyond in-house or bindery repair)
- Dated images, pictures or illustrations
- Lacking appeal to students (based on circulation)
- Incorrect information/content
- Multiple copies no longer generating high circulation

Fiction Books

- No longer in demand, based on format (i.e., hardcover)
- Additional paperback copies available
- Titles no longer of interest to students
- Unsuitable for the grade range (i.e., "Gone with the Wind" in a K-8 school)
- Poor physical condition

Exceptions to the above rules:

Local Items

Local history materials should be kept, even if in poor condition or rarely circulating. Rebinding or repair should be considered, if needed.

Rare Items

Some materials are valuable 1st editions, classics or out-of-print collector's items. Without becoming an expert, it is hard to identify some of these items; when in doubt about a title, ask for help.

Balance

Sometimes weeding a title is going to throw off the balance of the collection. For example: A title which is the only one available in "population studies" may not be weeded, even if it is dated and in poor condition. Instead, note that this is an area where new materials are needed. Where it appears that weeding will gut a whole area, then a few titles should be left, until such time as the collection is replenished.

High Demand Items

If a high demand item's condition is poor, then rebinding/repairs should be considered.

3. **Some resources have potential for recycling/reusing in a different way once withdrawn from the collection:**

- Books that have inaccurate information but might be useful for their pictures may be given to teachers (i.e., a kindergarten teacher looking for pictures of "red" things to cut out). Remove covers to prevent them getting back into circulation.
- Picture books with acceptable content that have become dilapidated and unattractive on the outside can be recycled. Remove covers, have students make new, imaginative Bristol board covers, then coil-bind the books.
- Materials that are deselected because they no longer support the curriculum but are not inaccurate, or ones that are no longer in demand may be given away to students, teachers or charitable mission agencies. If given away to students, parents should be informed of the reason that the child is bring the book home (refer to the sample letter which should be typed on school letterhead and affixed to the book).

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