



## KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

### ADMINISTRATIVE REGULATIONS APPENDIX B

**Section:** Educational Services  
• Programs and Curriculum  
**Regulation:** SELECTION, APPROVAL AND RECONSIDERATION  
OF LEARNING RESOURCES

**Regulation Code:** ES-3.3.1B  
**Policy Code Reference:** ES-3.3  
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#### Guidelines to Weeding

	Specific Guidelines
<b>Reference</b>  Almanacs, Encyclopedias, Dictionaries, Atlases, Globes, Maps	General works become dated quickly. Anything older than 5 years is a strong candidate for de-selection. Replace with new editions as they are published.
<b>Periodicals</b>  Journals, Magazines  Newspapers	Keep no longer than 2 years. May de-select from collection and distribute to classrooms for use in Art, etc.  Keep for 1 week at most. Consider using the internet to access.
<b>Digital Resources</b>  Audio-Visual, e-books, play-aways, DVDs	Discard formats no longer used.
<b>Textbooks</b>	Outdated or superceded textbooks should be discontinued. De-listed Ministry of Education Approved Textbooks should be withdrawn from use. Refer to the Trillium List: <a href="http://www.edu.gov.on.ca/trilliumlist/">www.edu.gov.on.ca/trilliumlist/</a> for approved textbooks.

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	<b>Specific Guidelines</b>
<b>000's Generalities</b>	
Computers	Works on computers are dated after 2 to 3 years.
Bibliographies	Seldom of use after 10 years from copyright date.
Library and Information Science	Should conform to current, acceptable practice.
<b>100s Philosophy/Psychology</b>	
Ethics	Value determined by use. Most unscholarly works not useful after 10 years.
Philosophy	Weed based on interest, use and condition.
Psychology	Weed ruthlessly when it comes to current psychological practices and standards. Discard self-help books that are no longer popular or have outdated ideas.
<b>200's Religion and Mythology</b>	
Religion	Value determined by use and condition. Collection should contain basic information (not propaganda) about as many sects and religions as possible.
Mythology	Value determined by use and condition. Retain basic titles.
<b>300's Social Sciences</b>	Information dates quickly. Replace as soon as more current material is available. Consider anything older than 10 years (copyright) as dated.

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	<b>Specific Guidelines</b>
<b>300's Social Sciences – continued</b>	
Social Services	Controversial issues should be well represented from all points of view. Titles that deal with popular social issues should be weeded based on age (copyright) and popularity. Watch for social welfare topics that are changing rapidly (e.g. environmental issues, addiction, illness).
Law, Government	Keep most recent editions. Never keep superseded editions.
Customs, Folklore	Discard books that reflect gender, ethnic or racial bias. Replace with new, more attractive editions when possible.
Education	Weeding depends on use. Monitor closely.
Economics	Currency (3 years) of information is the most important factor in this area.
Political Science	Weed within 5 years of publication, any books on current political topics. General guides can be retained based on use (e.g. Canadian Charter of Rights and Freedoms). Outdated works on historical, political topics should be replaced with material containing current perspectives.
<b>400s Language</b>	Replace dictionaries older than 5 years or when new editions are published.

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	<b>Specific Guidelines</b>
<b>500's Natural Sciences</b>	<b>Examine closely anything over 5 years.</b> Discard materials with obsolete information. Retain classics and historical theories such as Darwin, where appropriate (e.g. secondary schools).
Space/Astronomy	Weed ruthlessly. Major changes occur constantly (e.g. Pluto is no longer a planet).
Earth Sciences	Weed books that have outdated information on major disasters (e.g. Mount St. Helens) and replace with new books that examine the long-term aftermath or more recent disasters.
Life-Sciences	Due to rapid changes in scientific practices, consider weeding titles on genetics, genetic engineering, human biology and evolution.
<b>600's Applied Science and Technology</b>	Most materials outdated after 5 to 10 years.
Medicine and Health	Weed ruthlessly when it comes to current medical practices. Regularly review books on fast-changing topics such as AIDS, fertility, cancer and genetics to ensure the information is up-to-date and accurate.
Automotive Repair	Be especially ruthless in weeding if your library has access to online databases (e.g. Chilton Library) that provide repair instructions and schematics.
Agriculture/Horticulture	Discard books with outdated and dangerous ideas such as pest-control using DDT.
Home Economics	Books on nutrition and food preparation should reflect current, scientific practice.

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	<b>Specific Guidelines</b>
<b>600's Applied Science and Technology – continued</b>	
Child Rearing	Weed books that reflect outdated ideas and gender bias.
Manufacturing	Weed based primarily on use and condition, especially older books on desktop publishing and printing technology.
<b>700's The Arts</b>	
Art History	Discard books that do not include good reproductions of major works.
Architecture	Books featuring house designs and plans should reflect current building methodologies and current tastes in design.
Drawing and Decorative Arts	Books that feature drawing styles and instruction should be weeded based on use and appeal. Discard books that feature outdated colours, patterns, illustrations and photographs.
Photography	Check for outdated techniques and especially outdated equipment.
Games and Sports	Discard and replace as rules and interests change. Watch for gender and racial bias in sports and athletics.
<b>800's Literature</b>	Keep literary criticism and history until superseded by more authoritative works. Keep works by local people.

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	<b>Specific Guidelines</b>
<b>900's History/Geography</b>	
Geography and Travel	Keep no longer than 3 years. Weed books that still refer to non-existing countries, territories, etc.
History	Consider demand, accuracy of facts, and fairness of interpretation when reviewing histories (e.g. Louis Riel).
<b>Fiction, Juvenile Fiction, Easy Reads, Young Adult, Graphic Novels</b>	Weed any book that has not circulated in the past 2 years. Copyright is less important than use. Evaluate closely for outdated styles, artwork, morals and biased viewpoints. Discard topical fiction on dated subjects and cultural fads.
Classics	To be replaced as new, more attractive editions are made available.

**Prepared by: Kawartha Pine Ridge District School Board Library Information Technician Team, 2012, with reference to CREW: A Weeding Manual for Modern Libraries ©2008 Texas State Library and Archives Commission**

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