

# Weeding Criteria

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Weeding should be an ongoing process.

Review books for age, frequency of use, condition, multiple copies, and accuracy of information.

Here are the suggested weeding procedures for each Dewey level:

**000** - encyclopedias every five years, other materials no more than eight years.

**100** – five to eight years.

**200** – can be high turnover with religious books –keep current.

**300** – almanacs replace every two years, keep political information current.

**400** – check for wear and tear frequently.

**500** – continuously update to make sure scientific information is current.

**600** – continuously update medical information as older information can be misleading or dangerous.

**700** – keep until worn.

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**900** – weed about every two years.

**Biography** – keep most current or best written titles.

**Fiction** – weed for multiple copies, keep those in best shape and that have the most literary value (keep up on new titles)

**Reference** – weed for currency and accuracy.

Discarded books should be stamped “DISCARD” and the barcode removed. You can offer these books to students, or teachers. The warehouse will pick up discarded books if you fill out an “Equipment Transfer Form” and attach a list of books to be discarded.