



Children's Weeding Policy

General Guidelines

Weed/pull anything that:

- Is really ratty or worn
- Has broken spines, ripped or loose pages
- Is noticeably outdated or contains factually incorrect/misleading information
- Has duplicates/newer editions (weed the more worn volume)
- Doesn't appear to have circulated a great deal over its lifetime (acquisition date is usually located just inside the cover on the bottom of the page)
- For audio/visual materials, pay careful attention to the amount of times it has circulated. Look carefully at items that have circulated more than 100 times regardless of acquisition date

Also weed/pull items that have NOT circulated in:

- Non-fiction: the last 4 years
- J fiction: the last 4 years
- Picture books: the last 1-2 years
- Easy readers: the last 1-2 years
- Audio/Visual materials: the last 2 years
- Magazines: the last year

Special Instructions for Other Areas:

For reference:

- When new sets/volumes/titles arrive, circulate the older copy and the newer one will become the reference. The currently circulating copy will be the item weeded

For board books:

- Weed when worn, faded, chewed on, ripped or written in

Please put the “weeds” on a cart in the Children’s Services office to be looked over. They will need to be evaluated to determine whether to mend, replace or to just discard the items in question.

Approved January 2006