



## *De-selection Guidelines*

In general, these specific *de-selection guidelines* may be integrated into the *Subject Area Descriptions* in the *Collection Development Plan*. They are reproduced here in tabular form for the convenience of staff. It should be noted that **these guidelines should be amended to take into consideration items that are underused – i.e. they circulate, but insufficiently to justify retention.**

The guidelines appear in a two-digit format. (x/x).

The first number is the years since publication date.

The second number is the maximum years allowed without a single circulation.

An entry that reads *3/1* means that a book in that subject category should be considered for weeding when it is 3 years old and has not circulated in 1 year.

An *x* in place of a number indicates that the relevant criteria for that subject are not applicable.

### *Adult Collection*

#### **000**

004-006	Computers	3/1
025.04	Internet	3/1
030	Encyclopedias	5/x
other 000s		5/3

#### **100**

150	Psychology	7/3
	Pop Psychology, Self-help	5/3
other 100s		10/3

	Mythology	x/3
	other 200s	10/3
<b>300</b>		
310	Statistics/Yearbooks	3/1
320	Political Science	7/3
330	Economics/Real Estate	7/3
	Personal Finance	5/3
340	Law	5/3
	Legal Self-help	3/x;current edition only
350	Public Admin/Military	7/3
	Civil Service/Educational	
	Test Prep	5/2
360	Social Problems	7/3
364	True Crime	x/1
370	Education	10/3
380	Commerce	7/3
390	Customs; Folklore	x/3
	Etiquette	7/3
	Holidays	x/1
	other 300s	7/3
<b>400</b>	Language	10/3
<b>500</b>		
510	Mathematics	10/3
550	Earth Sciences	10/3
560	Paleontology	10/3
580	Botany	10/3

590	Zoology	10/3
other 500s		7/3
<b>600</b>		
600	Inventions	x/3
610	Medicine	5/3
612	Anatomy, Physiology	10/3
620	Engineering	7/3
629	Auto Repair	x/3
636	Veterinary Medicine	7/3
647	Hotel and Restaurant Guides	3/2
650	Business/Management/Jobs	5/3
652	Typing/Keyboard/Shorthand	x/1
660	Chemical Engineering	5/3
other 600s		10/3
<b>700</b>		
730-740	Price Guides	3/2
760	Price Catalogs	3/3
790	Sports, Performing Arts	10/3
other 700's		x/3
<b>800</b>		10/3
<b>900</b>		
Travel Guides	3/2	
	Local History/Genealogy	x/x

other 900s		10/3
<b>Biography</b>		10/3
<b>Fiction</b>		10/3
<b>Young Adult Fiction</b>		5/3
<b>Audio-Visual</b>		
Informational		same as subject areas
Entertainment Videos		> 300 circs or x/1
Other A-V		x/1
<b><i>Children's Collection</i></b>		
<b>J000</b>		
J004-006	Computers	3/1
J025.04	Internet	3/1
J010 – J016		
J027 – J028	Children's Literature	x/3
J030	Encyclopedias	5/x
other J000s		10/3
<b>J100</b>		10/3
<b>J200</b>		
J291-J293	Mythology	x/3
Other J200s		10/3
<b>J300</b>		
J398	Folk and Fairy Tales	x/3
J333	Conservation/Ecology	5/3
Other J300s		7/3

**J400** 10/3

**J500**

J510 Mathematics 10/3

J550 Earth Sciences 10/3

J560 Paleontology 10/3

J580 Botany 10/3

J590 Zoology 10/3

other 500s 7/3

**J600**

J610 Medicine 5/3

Other J600s 10/3

**J700** 10/3

**J800** x/3

**J900**

J910-912 Geography, Atlases 5/3

J940-990 Countries, states 7/3

Other J900s 10/3

**J Biography** 10/3

**JPB, JE** x/1

**J Fiction** 10/3

**J Audio-Visual**

Informational same as subject areas  
Entertainment Videos >250 circs or x/1