



# KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

Policy Code Reference: ES-3.3  
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RECONSIDERATION

## Guidelines to Weeding

	Specific Guidelines
<b>Reference</b> Atlases, Globes, Maps, Atlases, Dictionaries, Encyclopedias, etc.	General works become dated quickly. Anything older than 5 years is a strong candidate for weeding.  Replace with new editions as they are published.
<b>Periodicals</b> Journals, Magazines	Keep no longer than 2 years.  Keep to date for circulation and distribute to classrooms for use in Art, etc.
Newspapers	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	Outdated or superceded textbooks should be discontinued. De-listed Ministry of Education Approved Textbooks should be withdrawn from use.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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**Section: Educational Services**  
 • **Programs and Curriculum**  
**Regulation: SELECTION, APPROVAL AND RECONSIDERATION**  
**OF LEARNING RESOURCES – continued**

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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 Discard self-help books that are no longer popular or have outdated ideas.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.

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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.

**600's Applied Science and Technology**

Medicine and Health

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