

## **Weeding Checklist for Public Libraries**

### **Duplicates**

Once patron holds are fulfilled on popular titles, weed extra copies. One or two copies may suffice for older and less popular titles, depending on your available space and lending policies. In addition to double copies of the same title, consider oversaturation in certain subject areas.

### **Condition**

Visibly damaged materials, such as broken spines, missing or torn pages, peeling tape, and cracked discs should be weeded and replaced if they cannot be repaired.

### **Age**

Weed materials that are outdated, or which can be replaced by newer editions. Average and median age benchmarks are helpful to set for each collection so that you can easily identify materials for weeding. Publication date is a good starting point for identifying old materials, but must be put in context of the goal of each collection.

### **Use**

Use benchmarks are also helpful so that it is easy to identify items that have had a lack of use. Last date used can be a helpful metric to consult. Each collection, and in some cases individual titles, likely have a different threshold of usage before weeding is considered.

### **Format, Design, Cover Art**

Items may contain useful information, but look unattractive and dated. Consider replacing outdated formats and designs with new materials. Also take into consideration topics that may be better served by electronic formats (YouTube or Pinterest, for example).

### **Equity, Diversity, and Inclusion**

Reconsider content that is biased or portrays stereotypes. Materials should be accessible to all, represent the diversity of the world around us, and be inclusive of worldviews, lifestyles, cultures, religions, etc.

### **Inaccurate**

Weed materials that are factually inaccurate and disproven.

### **Merit**

Material that does not serve the collection management policy or the library's mission has no merit and can be weeded.