

# 2021 Weeding Guide

## Moorpark College Library

Portions of text from [Butte College](#)

### General Weeding Criteria

- Ensure the collection is relevant to the curriculum and meets the students' current research needs
- Provide an appealing and up-to-date collection that is actively used by the campus community
- Make space for new and improved items
- Discard superseded editions that do not contain unique information, data, or provide a historical reference not available in the most current edition.
- Do not keep duplicate titles unless a proven demand exists for multiple copies.
- Discard if currency or reliability of the resource's information has lost value.
- Discard superfluous subjects no longer relevant to the curriculum.
- Discard items in poor condition that are beyond reasonable preservation efforts.
- Discard items that are in outdated formats.
- Materials may be withdrawn if they are factually inaccurate or that have information that is out of date.
- Materials that do not support courses currently taught may be withdrawn.
- Titles with low circulation or that have never circulated may be withdrawn.
- Library materials will not be excluded or removed from the collection simply because of their controversial nature.
- Retain unique items (limited print, age, special topic, historical value)

### Subject Specific Weeding Criteria

**General Works (A):** Replace at least one set of encyclopedias every five years. Almanacs and yearbooks are replaced with newer editions. A digital version can be an acceptable replacement.

**Philosophy (B-BD, BH, BJ):** Most philosophy books do not become outdated.

**Psychology (BF):** Follow general weeding criteria.

**Religion (BL-BX):** Most religion books do not become outdated.

**History (C, D, E, F):** Follow general weeding criteria.

**Geography (G-GR):** Books in this area can quickly become outdated.

**Athletics (GV):** Follow general weeding criteria.

**Social Science (H-HA):** Follow general weeding criteria.

**Economics (HB-HJ):** Retain primary works by distinguished economists.

**Sociology (HM-HX):** Retain primary works by distinguished sociologists.

**Political Science (J-JX):** Retain all primary works.

**Law (K):** Follow general weeding criteria.

**Education (L):** Retain biographical materials.

**Music (M):** Music books generally do not become outdated.

**Art (N):** Art books generally do not become outdated.

**Literature and Language (P):** Retain criticism of classic titles. Keep multiple copies of classic literary works.

**Pure Science (Q):** Remove older materials when newer materials are available that provide better explanations of complex subjects. Materials become outdated when there are new scientific discoveries, theories and techniques in the area.

**Mathematics (QA 9-74, 78-939):** Retain classics. Normally withdraw older editions when superseded by new ones.

**Computer Science (QA 75-77):** Materials in this area become outdated quickly. Withdraw older editions when superseded by new ones because newer materials in this area often provide more up-to-date development, better explanations and illustrations.

**Astronomy (QB), Physics (QC), Chemistry (QD):** Retain titles that are regarded as 'landmark' in the area. Retain works of significant historical or literary value.

**Biological Sciences (QH-QR):** Follow general weeding criteria.

**Medicine (R):** Constantly monitor changes in disease diagnosis and treatment. Discard older editions when superseded by new ones. Older materials may be very misleading or even dangerous.

**Agriculture (S):** Discard older editions when superseded by new ones.

**Technology (T):** Withdraw materials when newer editions are published or newer material provides better coverage and treatment except auto and appliance repair manuals, cookbooks, and books on guns, clocks, etc.

**Military (U-V):** Follow general weeding criteria.

**Bibliography & Library (Z):** Follow general weeding criteria.