

Weeding Matrix

Dewey Class	Comment 1	Comment 2	Comment 3	Replacement
000 GENERALITIES				
Encyclopedias (Specialized Encyclopedias)	20% changed each year	Old edition may become circulating edition	Print and online are not the same-- especially illus	5 years Keep until a new edition
100 - PHILOSOPHY				
Philosophy Psychology Curiosities & Wonders Parapsychology & Occult	Consider applicability to curriculum	Keep/replace curiosities and wonders depending on use and curriculum	Most unscholarly dated after 10 years	On condition and applicability to curriculum Philosophy -10 Psych - 10 Psych texts -5
200 - RELIGIONS				
Religion	Dates slowly	Keep what is appropriate for clientele - esp. saint books	Should have basic information on many sects, etc.	Weed items which are clearly propaganda
300 - SOCIAL SCIENCES				
Almanacs & Yearbooks	Replace annually with new volume	May keep old ones for assignments - not on open shelves		No more than 5 years old
Politics & Economics	Look for old addresses and contact information	Look at historical use	Generally weed not current	5 - 10 years
Commerce & Career information	Are computers part of the career; does the career still exist?	Look at illustrations	Are women and men both represented in the career?	5 - 10 years
Sociology, communities, classes and races	Look at nomenclature	Look at diversity of lifestyles & issues.	What is "future"? "modern"?	5 - 10 years
Customs/Costume (may be 700)	Look for a diversity of cultures.	Look at holidays, costumes; are new ones represented?		Keep as long as condition permits
Etiquette/Manners	Mention of email?	Look for kid friendly versions	Dating customs	Weed older editions
Folklore	Keep standard works			Keep as long as condition permits
400 - LANGUAGE				
Dictionaries	Language changes	Computer words/ DVD/CDs		Weed every 10 years
500 - PURE SCIENCE				
	1/2 info changes every 5 years	Look for out-of date and unsafe science fair material	Keep bio dictionaries in case people not in newer editions	Generally 5 year maximum

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Mathematics & computers	Ages slowly	Keep computer books current	Do kids have older machines at home? May need older instructions	Logic & math 10 years
Astronomy	Stargazing does not change	Planets, solar system changing rapidly		Weed after 3 years -- everything before 1995
Physics	Quarks	Weed with a pro		5 years
Weather & Climate	Should discuss use of computers in prediction	Hole in the ozone	Satellites for prediction?	5 years
Chemistry	Has correct number of elements			3 - 5 years
Geology	Field guides date slowly	Weed if use term "continental drift" and not "plate tectonics" or if earth is not 4.6 billion years		3 - 5 years
Dinosaurs	Mention feathered, warm blooded, meteor extinction	Mention discoveries since 1980?	Look at illus -- not all reptilian sauropods	5 - 10 years
Zoology	Should list 5 kingdoms	Endangered species		All prior to 1986
Microbiology	Newest findings on viruses	Bacteria living in extreme conditions		5 years
600 - APPLIED SCIENCES				
Medicine	AMA recommends keeping only 3 years	Diets, nutrition, calorie count	Look at pharmaceutical drugs and illegal drugs	All too old at 10 years. Most at 5 Check the association, i.e. diabetes, heart, etc. if in doubt
Agriculture/Plant culture	Look at pesticides	Farm equipment illus		5 years
Technology	Look for use of computers	How are TV, radio shown?		No more than 5 years

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Cars, Trucks, Motorcycles	Historical value only	Modern cars?	Are they the cars kids are buying?	5 - 10 years
Manufacturing	Are guys stoking furnaces?	Use of computers & robotics	Global and trade	5 - 10 years
Electronic communications	More than a hint at PC's	Use of computers in many fields	Cell phones, MP3, picture phones	5 years
Space Exploration	Must cover Mars and Venus missions	Space station?		3 - 5 years
Cookbooks	Mention microwave?	Check food handling and safety information	See "medicine" for special diet information	3 - 5 years
700 - THE ARTS Photography	Look for newer techniques	Digital cameras/ computers		Weed based on condition and use - no more than 5 years
Sports and Games	Out-of-date bios	Look at age of rulebooks, coaching, and equipment	Replace as interests change	Condition, use and accuracy 5 - 10 years
Music	Out-of-date bios of pop figures	Songbooks are hard to replace	Keep basic titles	3 - 5 years (pop music)
Art	Basic histories do not date	Look at illustrations		Weed b/w illustrations
Architecture	Keep as fits curriculum			Keep local
Sculpture/Painting Drawing	Look at techniques			Keep if well illustrated
Decorative Arts	Price guides date	Interior decoration dates in 5 years	Consider curricular use	5 years or as condition and use.

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800 - LITERATURE				
Companions	Finite size means some info dropped in newer editions			Become dated in 10 - 15 years Keep if deleted content still needed
Anthologies/Criticism	Are authors in curriculum			Keep based on use
Plays/ Motion pictures	In curriculum Older bios	Popularity has waned		Keep based on use Keep works by local authors
900 - HISTORY				
General and Old World	Look for accuracy of facts and dated viewpoint (ala white man's burden)	Look at photos and illus for bias	Is this a primary source	What is the latest date covered in textbook?
Country books	Check names	Look for "euro"	Look at Berlin Wall, Soviet Union	5 - 10 years
Travel guides	Prices/modes of transportation			3 - 10 years
U.S. History	Look for accuracy of facts and dated viewpoint (ala colored, Negro, Black, Afro-American)	Look at photos and illus for bias	Who is the last president listed? (Clinton?) Be careful "all"	5 - 10 years
State seals, flags, etc	Color illus?			Keep based on condition
Geography	Watch for country name changes	Look at how local customs are portrayed		3 - 5 years
Atlases	Keep one or two for historical purposes	Prefer an historical atlas		3 - 5 years
Biography	Keep if the subject is of permanent interest	Consider link to curriculum and to demographic	Update famous people with new thinking about them	Condition, use, and reliability
Fiction, Picture Books and Story Collections	Old fashioned dated titles or illustrations or if not circulated	Replace classics and heavily used titles	Use circ statistics to justify use/non-use. Market those worth keeping	5 - 10 years