



ACCESSIBILITY:

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Weeding Guidelines

DIVERSITY

The Waterloo Catholic District School Board (WCDSB) is committed to increasing diversity within our library collections. While circulation statistics are an important factor in the weeding process, it's important to consider other factors. Diverse books often lack the promotional budgets of more mainstream titles, and therefore may not circulate as frequently. It is crucial to retain these books for a longer period to ensure equitable access to diverse perspectives. Extended retention is recommended.

To encourage the circulation of diverse books, consider these strategies:

1. Make a practice of including diverse books in all book displays
2. Create book displays and bulletin boards in the learning commons, staff room and other areas to highlight diverse books
3. Incorporate diverse books when reading aloud, doing book talks, book tastings and other promotions
4. Invite parents, staff or older students to read aloud a book they have an authentic connection with
5. Include diverse books in makerspace activities
6. Draw students and teachers' attention to diverse books in conversation and in reader's advisory

Some of the questions to be considered when weeding for equity are:

1. When I look through my entire collection through an inclusive lens whose perspective is there? Whose is missing?
2. When I look through my entire collection through an equity lens whose story and perspective has historically been centered? Who has told this story and information?
3. How are people represented? Communities 'positioned' and which 'gaze' is the text from?
4. Does this book engage in cultural appropriation or show people as 'different', 'exotic' or through a deficit lens?
5. Will my students enjoy this story? Is it relevant for their lived experiences? Does it teach them authentically about diverse lived experiences?

(Canadian School Libraries, Collection Diversity Toolkit, Equity-informed Weeding)

GENERAL GUIDELINES

When running weeding reports in LS2 Reports, start with materials published twenty years ago. Weed books that are difficult to understand, text heavy and more suitable for secondary students. Weed books with outdated images and illustrations. Check for and weed books with outdated internet links, online components, or links to organizations. Weed duplicate copies if the book is not circulating. Consider the available shelving space and overall age of the collection.

Being labelled a 'classic' should not protect books from a critical look. This came into public consciousness recently when the publishers of Dr. Seuss made the decision to cease publication of six of the beloved author's books, stating that "they portray people in ways that are hurtful or wrong" ([NPR, March 2, 2021](#)). Beloved books, when



viewed through an equity lens, may appear shockingly racist. The prospect of re-evaluating beloved texts may seem daunting. Simply rereading a text that was loved by previous generations may be the best way to put decisions about weeding into perspective.”

(Canadian School Library Collection Diversity Toolkit)

[FRESH](#) is a valuable tool for deciding whether to weed or keep books, incorporating diversity, global views and the curriculum into the process.

Tips For Keeping Your Collection...

F

Does it **FOSTER** a love of reading? The books in your library should help students see themselves as readers and make them want to read **MORE**

R

Does it **REFLECT** your diverse population? Every student in your school should be able to see themselves in your collection.

E

Does it reflect an **EQUITABLE** global view? Your collection should represent a variety of view points and encourage global connections.

S

Does it **SUPPORT** the curriculum? The collection should support the curriculum needs of students and the development of lifelong literacy.

H

Is it a **HIGH-QUALITY** book? Your collection should be made up of materials that have accurate information, favourable professional reviews, and high-quality illustrations and photographs.



(LaGarde, 2023)



The Crew Method is used by library professionals as a framework for weeding. The model provides specific criteria, captured in the acronym, **MUSTIE**.

M	Misleading: Factually inaccurate; obsolete information; contains racial, cultural, or sexual stereotyping.
U	Ugly: Refers to the physical condition of a book (i.e., does not apply to e-books), including outdated appearance, wear and tear, dirty or mouldy, beyond repair or not worth repairing, and infested (e.g., contains dust mites) or poses a threat to physical health (e.g., mould spores)
S	Superseded: The resource has been replaced by a newer edition or a more current resource or information format.
T	Trivial: No discernible literary, scientific, or educational merit; does not engage today's readers (e.g., outdated pop culture).
I	Irrelevant: No longer serves the needs or interests of the school community
E	Elsewhere: Difficult to maintain a useful collection on the topic because the topic is expanding or updating at a fast rate or difficult to acquire books on that topic from publishers.. May choose to refer borrowers to more comprehensive collections available from other sources such as databases. Is it available in a database? Is it a good idea to try and maintain a book on the topic if possible or appropriate.

Fiction/Easy Reads

Class	Subject or Format	Age	Last Circulated	Comments
FIC	Hardcover Fiction	20	5	<ul style="list-style-type: none"> Keep high demand; evaluate literary merit; classics should be replaced as new, more attractive editions become available Weed outdated books which have not circulated
FIC	Paperback Fiction	5	3	<ul style="list-style-type: none"> Discard paperback fiction in poor condition. e.g., yellowed pages, worn cover. If circulating well, purchase a new copy. Discard trendy books and series before 5 years, once they're no longer popular. Weed multiple copies of Forest of Reading books
E/P	Hardcover Easy/Picture Books	20	5	<ul style="list-style-type: none"> Check the condition of books: wear on spines, covers, etc. Review hardcover and paperback picture books mindful of books that may depict cultural and gender stereotypes Weed holiday books regularly. Books about Thanksgiving may refer to Indigenous people in the past tense, include references to discovering land, heroic pioneers, etc. Books about Hallowe'en often include images of cultural appropriation including characters wearing disrespectful costumes. e.g., Indian Chief, Gypsy, geisha, blackface, hobo



E/P	Paperback Easy/Picture Books	10	5	<ul style="list-style-type: none"> • Same as above
GN FIC	Graphic Novels	10	5	<ul style="list-style-type: none"> • Discard trendy graphic novels and series before 5 years, once they have lost their popularity • Weed graphic novels in poor condition

Young Adult

Class	Subject or Format	Age	Last Circulated	Comments
YA FIC	Hardcover Fiction	20	5	<ul style="list-style-type: none"> • YA fiction becomes dated quickly, weed regularly
YA FIC	Paperback Fiction	5	3	<ul style="list-style-type: none"> • Same as above
YA GN	Graphic Novels	10	5	<ul style="list-style-type: none"> • Weed graphic novels in poor condition

Reference

Class	Subject or Format	Age	Last Circulated	Comments
030	Encyclopedias		NA	<ul style="list-style-type: none"> • Recommended to weed general encyclopedias. • Keep specialized encyclopedia such as The Catholic Encyclopedia
	Atlases	5		<ul style="list-style-type: none"> • Check for metric measurements
	Newspapers	1 wk.		<ul style="list-style-type: none"> • For non-indexed • For indexed
	Periodicals/Magazines	1	NA	<ul style="list-style-type: none"> • Weed at the end of the school year, before inventory

Professional Materials & Audiovisual Materials

Class	Subject or Format	Age	Last Circulated	Comments
DOC	Government Documents			<ul style="list-style-type: none"> • All current Ministry of Education curriculum documents are available online, consider weeding print copies. Keep most current Family Life curriculum document.
PRO	Books		10	<ul style="list-style-type: none"> • Keep materials purchased centrally e.g., Family Life, Children's Mental Health Kit for Parents and Schools (may have been catalogued as separate books) • Weed outdated pedagogy
KIT	Kits			<ul style="list-style-type: none"> • Keep kits provided by subject consultants, The Learning Commons, CEC will inform library staff when these are to be weeded. Do not weed without direction e.g., Family Life kit, Mental Health kit, Adaptive Sacrament kits



When weeding non-print material (eBooks, eAudiobooks, videos, cassette tapes, CDs) use the [WORST factors](#) included in the CREW: A Weeding Manual for Modern Libraries.

Class	Subject or Format	Age	Last Circulated	Comments
AV	Audiovisual and Software			<ul style="list-style-type: none"> Weed out-of-date technologies, and worn materials
DVD CD	DVDs and CDs	10	5	<ul style="list-style-type: none"> Keep only legal copies, weed older formats
	Cassette tapes			<ul style="list-style-type: none"> Weed, give to teachers using them
	VHS			<ul style="list-style-type: none"> Weed, give to teachers using them

Dewey Decimal Classification

000s

Class	Subject or Format	Age	Last Circulated	Comments
000	General	10	3	
004	Computer/Coding Books	3	2	<ul style="list-style-type: none"> Become outdated quickly, weed regularly
020	Library and Information Science	5	3	<ul style="list-style-type: none"> Should conform to current practice
030	Fact Books	5	3	<ul style="list-style-type: none"> Guinness Books of Records, weed if condition is poor

100s

Class	Subject or Format	Age	Last Circulated	Comments
100	Philosophy/Psychology	10	5	<ul style="list-style-type: none"> Check treatment approach, current medical terms Keep current editions only In elementary schools weed text heavy books
170	Ethics	5	5	<ul style="list-style-type: none"> Date quickly, especially when world events used as examples

200s

Class	Subject or Format	Age	Last Circulated	Comments
200	Religion	15	5	<ul style="list-style-type: none"> Replace Bible stories if illustrations are not appealing Bibles to keep: New Revised Standard version (grades 7-8); Good News version (junior); a version for younger children, e.g., The Doubleday Illustrated Children's Bible As per APO027 Surplus Assets, send weeded Bibles to the Family Life Consultant for disposal Keep books about the saint after whom the school is named



290	Other Religions	15	5	<ul style="list-style-type: none"> Ensure a variety of cultures are positively represented, and reflect the school's community and the wider world
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300s

Class	Subject or Format	Age	Last Circulated	Comments
310	Almanacs	3	NA	<ul style="list-style-type: none"> Information dates quickly
320	Political science	10	5	<ul style="list-style-type: none"> Check the names of countries and political leaders. Canadian materials are best when possible esp. for government, political parties and social movements
330	Economics	5	3	<ul style="list-style-type: none"> Information dates quickly, e.g., top 10 companies Weed books that are promotional in nature and lack content Weed books depicting U.S. currency
Class	Subject or Format	Age	Last Circulated	Comment
340	Law	10	3	<ul style="list-style-type: none"> Replace as soon as more current material is available
350	Government	10	5	<ul style="list-style-type: none"> Weed books that refer to deceased monarch, political leaders as current
360	Social problems and services	10	5	<ul style="list-style-type: none"> This section dates very quickly, especially illustrations Weed books with stereotypes e.g., only girls with eating disorders, only boys with ADHD Weed books with outdated terms
370	Education	10	3	<ul style="list-style-type: none"> Consider the importance of authentic voice for books on residential schools
380	Commerce, Communications, Transportation	5	5	<ul style="list-style-type: none"> Information dates quickly
390	Customs, Etiquette & Folklore	15	3	<ul style="list-style-type: none"> It's important to approach weeding this Dewey classification with an equity lens. Be sure to select materials with an equity-informed approach. Library materials must reflect Indigenous ways of knowing and cultures from around the world, especially those represented in a school's community.
394.2	Special Occasions	15	3	<ul style="list-style-type: none"> Weed books with stereotypes in the text, illustrations and photographs.
398	Folklore	15	5	<ul style="list-style-type: none"> Indigenous creation stories should be shelved in 290. Consider weeding collections of Indigenous stories written by white authors. Folklore written by authors who are not from the culture are often problematic. Older editions may reflect racial stereotypes typical of the era in which the edition was published. Illustrations may be inaccurate or based on stereotypes.



400s

Class	Subject or Format	Age	Last Circulated	Comments
400	Language	10	5	<ul style="list-style-type: none">• Weed materials according to use
	Dictionaries	8	5	<ul style="list-style-type: none">• Consider appearance and use• Do not keep multiple copies of older dictionaries• Keep one picture dictionary, one junior dictionary, a thesaurus, a current Canadian dictionary, e.g., Canadian Oxford• Look at definitions that change over time such as Internet, email, Down Syndrome, Asperger's Syndrome
	French-Language Materials	10	3	<ul style="list-style-type: none">• Do not delete French materials, obtain direction from the French consultant

500s

Class	Subject or Format	Age	Last Circulated	Comments
500	General – Sciences	5	3	<ul style="list-style-type: none">• Discard materials with outdated information and theories
508	Natural History	15	3	<ul style="list-style-type: none">• Weed materials according to use
510	Mathematics	10	5	<ul style="list-style-type: none">• Weed superseded editions• Weed promotional books with little educational value, e.g., Count with Twizzlers
520	Astronomy	10	3	<ul style="list-style-type: none">• Books dealing with astronomy date very quickly. Check currency e.g., Hubble, Space Station, is Pluto included as a planet• Space technology should be checked after 5 years
530	Physics	15	3	<ul style="list-style-type: none">• Weed books that include gender bias
540	Chemistry	10	3	<ul style="list-style-type: none">• Weed books that include gender bias
550	Earth Sciences	10	3	<ul style="list-style-type: none">• General materials should be weeded and replaced when there are new developments in the field
560	Paleontology; Paleozoology	15	3	<ul style="list-style-type: none">• Replace worn dinosaur books, t's important to include Canadian dinosaurs
570	Biology	10	3	<ul style="list-style-type: none">• Endangered animals become out-of-date quickly. e.g., the White rhino is extinct
580	Botany	10	3	
590	Animals	15	3	<ul style="list-style-type: none">• Weed books with dated appearance, poor condition. Weed superseded editions and replace books with high circulation.



600s

Class	Subject or Format	Age	Last Circulated	Comments
600	Technology (Applied Sciences)	5	5	<ul style="list-style-type: none"> Most materials outdated after 5 years especially future of technology Give special attention to those dealing with drugs, space technology, sex education, radio/television and medicine
610	Medical Sciences Anatomy/physiology	5	5	
613 614	Personal Health and Safety Forensic Medicine	10	5	<ul style="list-style-type: none"> Information dates quickly, ensure information is current. e.g., antibiotic resistance, anti-vaccine movement etc.
620	Engineering	10	3	
630	Agriculture	10	5	
640	Home economics & Family management	10	5	<ul style="list-style-type: none"> Weed old patterns, old cookbooks, resources with stereotypical roles e.g., Sewing for Girls, Cookbook for Girls Weed fashion books after five years
Class	Subject or Format	Age	Last Circulated	Comments
650	Management	10	5	
660	Chemistry/Food	10	5	
670	Manufacturing	10	5	
680	Manufacture of Products for Specific Uses	10	5	
690	Construction of buildings	10	5	<ul style="list-style-type: none"> Weed books with inaccurate information e.g., World Trade Centre no longer exists, CN Tower no longer tallest building

700s

Class	Subject or Format	Age	Last Circulated	Comments
700	The Arts	15	5	<ul style="list-style-type: none"> Keep basic works, but replace with new editions and better illustrations Weed with an equity lens e.g., weed books with art projects to make dream catchers, totem poles, draw your spirit animal
720	Architecture	20	5	<ul style="list-style-type: none"> Keep basic works, but replace with new editions and better illustrations
730-740	Crafts and Graphic Arts	10	5	<ul style="list-style-type: none"> Weed resources which include cultural appropriation, defined as taking from someone else's culture without their consent e.g., a craft project to make a copy of First Nations regalia
747	Interior Decoration	5	3	<ul style="list-style-type: none"> Dates quickly
770	Photography	5	3	<ul style="list-style-type: none"> Weed books that don't reflect current equipment and digital technology
780	Music	15	5	<ul style="list-style-type: none"> Discard books on celebrities no longer popular with students



790	Recreational & Performing Arts	15	5	<ul style="list-style-type: none"> Discard books on celebrities and athletes who are no longer popular
796	Sports; Athletic and Outdoor Sports and Games	10	3	<ul style="list-style-type: none"> Discard and replace sports and recreational materials as interests change. Be aware of gender stereotype/bias. Retain books that represent diversity. e.g., books about athletes who are female, non-binary, ability diverse, from diverse backgrounds

800s

Class	Subject or Format	Age	Last Circulated	Comments
800	Literature Elementary Secondary	15 20	3 5	<ul style="list-style-type: none"> Keep basic works especially criticism.
819.1	Canadian literature Elementary: Secondary:	15 20	3 5	<ul style="list-style-type: none"> Same as above

900s

Class	Subject or Format	Age	Last Circulated	Comments
900	Geography and History	15	5	<ul style="list-style-type: none"> Evaluate demand, accuracy
910	Travel/Geography	10	5	<ul style="list-style-type: none"> For geography books carefully review information about countries where major political and/or geographical changes have occurred e.g., unification of Germany or Vietnam For geography books carefully review information about countries where major political and/or geographical changes have occurred e.g., unification of Germany or Vietnam Student inquiry should be informed by current perspectives.
912	Maps & mapping	10	5	
914	Geography of Europe	15	5	<ul style="list-style-type: none"> Ensure that collection reflects current political borders, names of countries/regions etc.
917	Geography of North America	15	5	<ul style="list-style-type: none"> Ensure collection is current
920	Biography	15	5	<ul style="list-style-type: none"> Keep until demand wanes, unless outstanding in content or style and still used Weed biographies that were published before the subject's death
930	General History of the Ancient World	20	5	<ul style="list-style-type: none"> Weed resources that display bias and cultural appropriation
940	History of Europe, Local history (Canadian)	15	5	<ul style="list-style-type: none"> Keep outstanding overviews
950	History of Asia	15	5	<ul style="list-style-type: none"> Weed with an equity lens
960	History of Africa	15	5	<ul style="list-style-type: none"> Weed with an equity lens



970	History of North America	5-10	5	<ul style="list-style-type: none">• Weed resources that include stereotypical portrayals of North America's Indigenous peoples
971	History of Canada	15	5	<ul style="list-style-type: none">• Ensure that collection has current resources. e.g., weed books with old version of the National Anthem
980	History of South America	15	5	<ul style="list-style-type: none">• Weed with an equity lens
990	History of Australasia Pacific Ocean Islands, Atlantic Ocean Islands, Arctic Islands, Antarctica	15	5	<ul style="list-style-type: none">• Weed resources that include stereotypical portrayals of First Nations and Indigenous peoples

SOURCES

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