



FCPL Weeding Standards Circulating Collections, All Ages

Local History

All locations retain all titles on all topics relating to their own community's local history regardless of age. See more detail at the end of this table.

In all other subject areas, weed first for **condition** (torn, damaged covers, missing pages, broken spines, dirt/stains, defacing, missing parts, etc.) and **low circulation** (less than 1 circulation in 3 years); then apply guidelines below.

Rare & Valuable Books

The Library does not intend to collect, maintain, or attempt to identify for special sale books which may be considered valuable on the used book market or to collectors. Discard decisions are made according to the guidelines below, and disposal handled by standard methods.

Last Copies

In the past, all last copies were to be sent into Central for evaluation, but this practice has been discontinued. Materials are no longer retained because of their last-copy status. They may be retained because they meet criteria described in the Retain/Replace notes below.

<i>Dewey Group</i>	<i>Weeding Standards</i>	<i>Branches Retain/Replace/Comments</i>	<i>Central Retain/Replace/Comments</i>
000	<ul style="list-style-type: none"> • Computer science after 3-5 years past publication date. • Encyclopedias 3 years past publication date. 	Current year Reference encyclopedia sets can be changed to Circulating—then discard all older sets.	Do not send to Central for retention.
100	<ul style="list-style-type: none"> • Self-help, popular psychology-5 years past publication date. 	Keep/replace parapsychology/occult and introduction to philosophy.	<ul style="list-style-type: none"> • Central will retain/replace groundbreaking theories by classic psychiatrists, e.g. Freud, Jung, if titles are nowhere else in FCPL. • Do not send to Central for retention if titles are anywhere else in FCPL.

Dewey Group	Weeding Standards	Branches Retain/Replace/Comments	Central Retain/Replace/Comments
200	Popular inspirational works-5 years past publication date.	<ul style="list-style-type: none"> • Keep introductory/basic material on world religions, Christian • Bibles, other sacred works. according to community interest • Keep Classics of mythology or good general works from different cultures. 	<p>Central will retain/replace various Bible editions.</p> <ul style="list-style-type: none"> • Do not send to Central for retention if titles are anywhere else in FCPL.
300	<ul style="list-style-type: none"> • Economics, personal finance-5 years past publication date. • Test preparation-3 years past publication date. • Scholarships, financial aid- 2 years past publication date. • Popular, self-help law, Nolo Press-replace older/previous editions with newest & discard all older editions. • Building, other construction codes-now online, discard all, except Fresno Co pubs. • Tax books-no superseded editions- keep only current year. • Etiquette-5 years past publication date. 	<ul style="list-style-type: none"> • Keep/replace current materials on citizenship and basic US government. • Retain various viewpoints on social issues, e.g. abortion • Retain or replace basic works on holidays. • Replace test books heavily used by local community such as GED, ASVAB, CBEST, etc. • Replace heavily used self-help law topics such as divorce, tenants' rights, etc 	<ul style="list-style-type: none"> • Central will retain classic authors, groundbreaking economic theories by notables in field if titles are nowhere else in FCPL. • Do not send old test, law, other dated materials to Central.
400	English dictionaries, 6-8 years past publication date.	Replace circulating English dictionaries with new eds. containing new words & other language instruction used by community.	Central will keep representative historic editions.
500	<ul style="list-style-type: none"> • Sciences- 3 years past publication date. • Science fair, experiments—5 years past publication date. 	Retain or replace basic arithmetic, algebra, trig, calculus study guides.	Central will retain/replace classic authors—eg. Darwin, Mendel.
600	<ul style="list-style-type: none"> • Diseases & conditions (except histories)- 3 years past publication date. • Drug guides—2 years past publication date. • Repair manuals, weed on use and condition; transfer viable titles covering models over 10 years old to Central. • Small business, careers and jobs- 5 years past publication date. 	<ul style="list-style-type: none"> • Replace pregnancy, childbirth, common medical conditions and diseases. • Evaluate Medical books annually for misinformation. 	<ul style="list-style-type: none"> • Central will retain histories of medicine, older repair manuals. • Do not send books on medical conditions and drugs to Central. • This subject area must be current.

Dewey Group	Weeding Standards	Branches Retain/Replace/Comments	Central Retain/Replace/Comments
	<ul style="list-style-type: none"> Grooming, fashion- 3 years past publication date. Resume and cover letter books, 2-5 years past publication date. 		
700	<ul style="list-style-type: none"> Discard superseded editions of collectors' and price guides. Weed outdated fads, equipment, styles, rules, etc. 	Retain and replace drawing and lettering techniques.	Central will evaluate song books, if no other copy of title in FCPL. SJVLS maintains database of song lyrics/music.
800	<ul style="list-style-type: none"> Literary market guides-2 years past publication date. Writing Techniques-6-8 years past publication date. Term paper guides-3 years past publication date. 	Replace term paper, style manuals with new eds.	Central will evaluate for retention classic authors in English and non-English languages.
900	<ul style="list-style-type: none"> Travel guides, country studies, annuals, geography--2 years past publication date. Children's states and country books-3 years past publication date if newer edition exists. 	<ul style="list-style-type: none"> Retain and replace classic and current baby names. Retain and replace introductory material on Native Americans. Retain and replace surveys of US history. 	Central CA Room will evaluate local guides specific to Fresno and Central Valley—see <i>more detail below</i> .
Biography	Weed duplicates and oldest, least attractive of multiple titles on a subject.	Consider transfer to Central branch for subjects not covered by other titles.	Central will evaluate notable California personalities and subjects not available in any other FCPL locations.
Fiction, Picture books Graphic Novels	<ul style="list-style-type: none"> Weed unneeded Duplicates. Series with missing titles. 	<ul style="list-style-type: none"> Retain and replace classics required by area students. Retain and replace popular series that remain popular and circulate. Retain local authors at branches if in good condition. or sent to Central for possible inclusion in Secondary Collections. Replace Picture book classics if still in print. 	Central will evaluate local, regional and California authors for possible retention. Central Youth Services staff will consider saving representation of California authors including Patricia Beatty, Sid Fleischman, Paul Fleischman, Leo Politi, Jerry Stanley, Zilpha K Snyder, Yoshiko Uchida, & Laurence Yep.

Dewey Group	Weeding Standards	Branches Retain/Replace/Comments	Central Retain/Replace/Comments
Media DVD CD Video Games	<ul style="list-style-type: none"> When parts are missing * When parts are missing* Most will go by attrition 	<ul style="list-style-type: none"> Replace popular series. Replace only exceptionally long lasting artists. 	Do not save any as format will likely be replaced, if not usable; just withdraw.
	<ul style="list-style-type: none"> Books on CD, Multi DVD Sets, Multi CD music sets (no Single disc titles) can be sent to Terry Eckman at FHQ to see if he can obtain single parts/disc replacements from vendor. If not, he will route to Jill Potter for Orphan file. 		
Magazines	<ul style="list-style-type: none"> Monthlies -3-6 months past publication date depending on storage capability at branch. Dailies, after 3 months past publication date. See Magazine Processing Procedures for more detail 	Local newspapers are retained historically by each branch or the California History & Genealogy Room.	To be developed.
Non-English languages	<ul style="list-style-type: none"> Discard – badly damaged and outdated books. Generally follow the CREW Method's "MUSTIE" and Dewey Class guidelines for weeding of the World Languages and Spanish collections with the following caveats: <ul style="list-style-type: none"> <i>Spanish-popular almanacs and yearbooks should be added yearly and discarded after 2 years,</i> <i>Telephone books from Mexico should be replaced every 2 years, medical books evaluated every 5 years; all others should be kept 5-10 years depending on availability of newer editions.</i> 	<ul style="list-style-type: none"> Books on the history and culture of Mexico should be retained until worn and then considered for the Storage collection. <i>Books in World Languages (other than Spanish): Discretion must be used with condition issues as publishing quality standards are different with different cultures.</i> 	

California & Local History Materials

Items concerning the history of Fresno County or its constituent communities are to be retained indefinitely, and these, preferably, in the local community. If that is not possible, then they should be sent to the California History & Genealogy Room. Copies of California-related fiction and non-fiction should be sent to the CA Room for evaluation according to specific instructions below:

Subject	Weeding Standards	Branches Retain/Replace/Comments	Central Retain/Comments
CA Authors & CA Fiction		<ul style="list-style-type: none"> • Retain only if author writes about Fresno County or a local community. • Do not send California-related fiction or CA authors to CA Room if it has 2 or more copies. • Send all Saroyan fiction to the CA Room. • Send last copies of fiction dealing with the San Joaquin Valley to the CA Room. 	
CA Non-Fiction		<ul style="list-style-type: none"> • Retain and replace only if author writes about issues pertaining to Fresno County and Central Valley, e.g. saving Redwoods, etc. • Do not send CA-related non-fiction to the CA Room if it has 2 or more copies, except if it is local Fresno County history. • Send all last copies to the CA Room. • Send all Saroyan non-fiction to the CA Room. 	
Fresno & Local Communities Non-Fiction		<ul style="list-style-type: none"> • For most of these titles, replacing is difficult. Keep in local branch. • Send to CA Room any duplicate or worn/damaged copies only if it is a last copy. • Send all yearbooks to the CA Room. • Check with the CA Room before sending city directories or telephone directories. 	