Appendix 4: Guidelines for Weeding the Book Collection 2015

Overriding Principle: Use Common Sense

Guidelines for duplicate copies and old editions:

Duplicate Copies of Texts:
  Keep multiple copies of the most recent edition on the shelves
  Discard other duplicate copies, unless needed for course reserves

Old editions of texts:
  Keep the current edition and any multiple copies of current edition
  Keep one copy of the next-most-recent edition
  Keep 1st editions (if owned) of major texts
  Discard other editions even if more recent than 1985
  Exception: see #5 under “Keep” below

Example:
The World’s Most Important Medical Book
  2000 copy 1, copy 2
  1995 copy 1, copy 2
  1990
  1985
  1980
  1973 first ed.

Guidelines for title level review:

Discard:
  1. Books published prior to 1985
  2. Languages other than English, Spanish, Portuguese, Native American (except Dictionaries)
  3. Incorrect information e.g. old directories (except see #5 under “Keep” below)
  4. Proceedings of meetings
  5. Books on occupations over 10 years old (e.g. Careers in Nursing)
  6. Bibliographies of material which can be found in MEDLINE
  7. Books in bad physical condition

Keep:
  1. Locally relevant material (Native American, Hispanic, Hanta Virus)
  2. Local author (if known)
  3. Bibliographies covering pre-Medline timeframes
  4. Historical works listed in Morton’s
  5. Old editions likely to be used for legal standards or historical research
    - Healthcare Standards Directory
    - PDR
    - Drug Facts & Comparisons
    - Merck Manual
    - Old editions of AMA, ABMS, and Osteopathic physician directories
    - Classic Core Text Titles list from 1996 policy manual