



## APL Procedure: Weeding the Collection

### WEEDING THE COLLECTION

Weeding the collection should be done on a consistent basis. Removing an item from your location does not always mean removing an item from the system's collection.

#### I. Procedural steps to weeding the collection

- a. Request a weeding report from ACCS or Collection HQ (only youth librarians request reports for youth materials)
- b. All items that are of the current year and previous year should NOT be removed regardless of being on the list
- c. An item may be in great condition, but does not circulate at a particular location. Send the selector of the item a list of all items that could possibly be re-located.
- d. The selector will review the list to determine whether or not to discard or to re-locate

#### II. Criterion

- a. If you have annual circulation count less than 100,000+, your weeding criteria will be based on 3 years (ATB, AUH, ASE, ASJ, AWK, ACP, ACB)
- b. If you have an annual circulation count of 100,000+, your weeding criteria will be based on 2 years (all other locations not mentioned in b.)

All items that are weeded are to be changed to ARR\_Recycl. These items should be processed according to the DISCARDing procedures.



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