

**** (See the Glossary handout for definitions of terms)

Collection Maintenance Monthly Assignments - January

- Adult Fiction A-I (all genres, except graphic novels)
- 000s
- Audiobooks
- Picturebooks A-I
- Children's 000's
- Children's Audiobooks
- Holiday books

Adult Fiction A-I (all genres except graphic novels)

1. **Start with Condition - THIS TRUMPS ANY OF THE CRITERIA BELOW** (See Conditional Weeding)
 - Suggestions: Have shelvees and/or clerks look through the section first to pull items that should be weeded for condition? (Doing this saves time.....fewer items to evaluate individually.)
 - Run a Grubby List to find items that have gone out over **40** circulations. Check physical condition.
2. **Weed duplicates**
 - Keep 2 copies of the current year plus one year's bestsellers. Weed all other duplicate bestsellers, unless the title is still filling holds.
 - Redistribute copies that are perennially popular (see #4 below; delete older, no longer popular multiples.)
3. **Non-Conditional Weeding** - Use these criteria (**FICTION**)
 - No circulation for one year or more. (See Dusty Report Instructions)
 - Book has not had a minimum of 12 circulations in 3 years, consider weeding.
 - If more than 10 copies remain in the system, weed multiple copies. Follow the 10/20 guidelines.
4. **Redistribute copies DPL should keep that your branch doesn't need.**
 - ***Think of the system as a whole.*** Smaller branches do not have the shelf space for many classics, but the system should have multiple copies. Retain copies of award books and those on reading lists. (See Redistribution Guidelines)
 - Post weeded items, ***in good condition***, to Too Much Too Little (See Too Much Too Little Instructions)
 - Last copies send to CEN/B&B. (See Newly Identified Last Copies instructions)

**As always, use your informed judgement based on your
branch's/department's unique circumstances.**

Adult 000s

1. **Start with Condition - THIS TRUMPS ANY OF THE CRITERIA BELOW.**
(Conditional Weeding)
 - Suggestions: Have shelvees and/or clerks look through the section first to pull items that should be weeded for condition.
 - Run a Grubby List to find items that have gone out over **40** circulations. Check physical condition.

2. **Non-conditional Weeding** - Use these criteria (**NON-FICTION**)
 - No circulation for 2 years or more (See Dusty Report Instructions)
 - **004 - 006 Computers—**
 - Weed if more than 3 years old.
 - Exceptions:
 - Books on computer history or theory (use regular nonfiction guidelines of no circ in past 2 years)
 - Microsoft Office 2007 or newer
 - Windows 7 operating system or newer (Windows 8 & 10)
 - Server books less than 10 years old
 - Newer edition owned by DPL (***check Polaris as new editions may not have the same call number.***)
 - Outdated web-based service resources
 - Social networks such as Facebook, Twitter, and Pinterest are constantly updating, therefore print materials may be outdated more quickly than 3 years.
 - Multiple copies (some branches may wish to keep several copies, others may want only 1)

3. **Redistribute copies DPL should keep that your branch doesn't need.**
 - ***Think of the system as a whole.*** Smaller branches do not have the shelf space for many classics, but the system should have multiple copies. Retain copies of award books and those on reading lists. (See Redistribution Guidelines)
 - Post weeded items, ***in good condition***, to Too Much Too Little (See Too Much Too Little Instructions)
 - Last copies send to CEN/B&B. (See Newly Identified Last Copies instructions)

**As always, use your informed judgement based on your
branch's/department's unique circumstances.**

Adult Audiobooks/Children's Audiobooks

1. Start with Condition - **THIS TRUMPS ANY OF THE CRITERIA BELOW.**

(Conditional Weeding)

- Conditional weeding for audiobooks includes:
 - Scratched discs
 - Broken case, case held together with rubber band
 - If less than 5 years old and fewer than 5 copies remain in the system, send to disc refinishing; consider weeding, if it has not checked out in the past year.
- Suggestions: Have shelvers and/or clerks look through the section first to pull items that should be weeded for condition.
- Run a Grubby List to find items that have gone out over **100** circulations. Check physical condition.

2. Non-conditional Weeding - Use these criteria (**AUDIOBOOKS**)

- Last circulation or renewal date more than 2 years ago (there may be a shorter time line for high circulation or high turnover branches, in which case redistribute)
- Publication date older than 5 years
- Multiple copies (some branches may wish to keep several copies, others may only want 1)
 - redistribute copies with this or last year's publication date
 - delete older multiple copies

3. Redistribute copies DPL should keep that your branch doesn't need.

- ***Think of the system as a whole.*** Smaller branches do not have the shelf space for many classics, but the system should have multiple copies. Retain copies of award books and those on reading lists. (See Redistribution Guidelines)
- Post weeded items, ***in good condition***, to Too Much Too Little (See Too Much Too Little Instructions)
- Last copies send to CEN/B&B. (See Newly Identified Last Copies instructions)

As always, use your informed judgement based on your branch's/department's unique circumstances.

Picturebooks A-I

1. Start with Condition - **THIS TRUMPS ANY OF THE CRITERIA BELOW.**

(Conditional Weeding)

- Suggestions: Have shelvers and/or clerks look through the section first to pull items that should be weeded for condition.

- Run a Grubby List to find items that have gone out over **100** circulations. Check physical condition.
2. **Non-conditional Weeding** - Use these criteria (**CHILDREN'S PICTUREBOOKS**)
 - Send to CEN/CHL Lowers – Last copies, notable authors, Colorado authors, out of print, autographed
 - No circulation throughout summer of reading (SOR) or for 18 months
 - Multiple copies (some branches may wish to keep several copies, others may only want 1)
 3. **Redistribute copies DPL should keep that your branch doesn't need.**
 - **Think of the system as a whole.** Smaller branches do not have the shelf space for many classics, but the system should have multiple copies. Retain copies of award books and those on reading lists. (See Redistribution Guidelines)
 - Post weeded items, **in good condition**, to Too Much Too Little (See Too Much Too Little Instructions).
 - If not accepted by another branch via TMTL, send to **ELD/Read Aloud** if they meet the following criteria:
 - jE, board books, cds, readers, and book packs
 - 0-2 lines of text per page
 - Easy non-fiction with little or easy text and lots of pictures
 - Spanish - easy, 0-2 lines, jE, board books, cds, readers, book packs
 - Pack in gray crate and put with outgoing delivery
 - Label for CEN/ELD

As always, use your informed judgement based on your branch's/department's unique circumstances.

Children's 000s

1. **Start with Condition - THIS TRUMPS ANY OF THE CRITERIA BELOW.**
(Conditional Weeding)
 - Suggestions: Have shelvers and/or clerks look through the section first to pull items that should be weeded for condition.
 - Run a Grubby List to find items that have gone out over **50** circulations. Check physical condition.
2. **Non-conditional Weeding** - Use these criteria (**CHILDREN'S NON-FICTION**)

- No circulation for 2 years or more
 - Publication Date - Information should be up to date (for example, Pluto is not a planet)
 - Other materials on same subject in combo with reading level.
 - Multiple copies (some branches may wish to keep several copies, others may only want 1)
 - Redistribute copies that are perennially popular.
3. **Redistribute copies DPL should keep that your branch doesn't need.**
- ***Think of the system as a whole.*** Smaller branches do not have the shelf space for many classics, but the system should have multiple copies. Retain copies of award books and those on reading lists. (See [Redistribution Guidelines](#))
 - Post weeded items, ***in good condition***, to Too Much Too Little (See [Too Much Too Little Instructions](#)).
 - If not accepted by another branch via TMTL, send items with **minimal text** to **ELD/Read Aloud**, if in good condition.
 - If not accepted by another branch via TMTL, send to **ELD/Read Aloud** if they meet the following criteria:
 - jE, board books, cds, readers, and book packs
 - 0-2 lines of text per page
 - Easy non-fiction with little or easy text and lots of pictures
 - Spanish - easy, 0-2 lines, jE, board books, cds, readers, book packs
 - Pack in gray crate and put with outgoing delivery
 - Label for CEN/ELD

As always, use your informed judgement based on your branch's/department's unique circumstances.

Holiday Books

1. **Start with Condition - THIS TRUMPS ANY OF THE CRITERIA BELOW.**
([Conditional Weeding](#))
 - Suggestions: Have shelvers and/or clerks look through the section first to pull items that should be weeded for condition.
2. **Non-conditional Weeding** - Use these criteria
 - Last circulation or renewal date more than 3 years ago.
(Due to limited quantity published as well as the short period of demand for such items during the course of the year, this genre has been assigned an

extended last action date period before weeding.)

3. **Redistribute copies DPL should keep that your branch doesn't need.**

- ***Think of the system as a whole.*** Smaller branches do not have the shelf space for many classics, but the system should have multiple copies. Retain copies of award books and those on reading lists. (See Redistribution Guidelines)
- Post weeded items, ***in good condition***, to Too Much Too Little (See Too Much Too Little Instructions).
- If not accepted by another branch via TMTL, send picturebooks and items with **minimal text** to **ELD/Read Aloud**, if in good condition.
 - If not accepted by another branch via TMTL, send to **ELD/Read Aloud** if they meet the following criteria:
 - jE, board books, cds, readers, and book packs
 - 0-2 lines of text per page
 - Easy non-fiction with little or easy text and lots of pictures
 - Spanish - easy, 0-2 lines, jE, board books, cds, readers, book packs
 - Pack in gray crate and put with outgoing delivery
 - Label for CEN/ELD

As always, use your informed judgement based on your branch's/department's unique circumstances.