



GENERAL WEEDING GUIDELINES

Consider for discard:

All paperbacks – Not circulated at least once within previous 2 years of current year.

All hardcover fiction – Not circulated at least once within previous 5 years of current year.

All hardcover non-fiction – Not circulated at least once within previous 5 years of current year.

– Anything with a copyright date exceeding 10 years of current year.

All audio/visual – Not circulated at least once within previous 2 years of current year.

Newspapers – Keep 1 months back issue of current month, then discard.

Magazines – discretionary

- Weekly – keep last 6 months of current month, then discard.
- Bi-Weekly – Keep last 12 months of current month, then discard.
- Monthly – Keep last 12 months of current month, then discard.

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Date Reviewed/Revised:

- May 11, 2010
- May 14, 2013
- October 13, 2015
- March 13, 2018
- February 10, 2022