

Standard Weeding Schedule Updated 7/22/2019

Please keep in mind and consider the following when working standard weeding lists:

1. Under the direction of the library manager, each branch management team will decide on a monthly basis the best strategy for working the standard weeding lists.
2. Please begin the lists at the beginning of the month. Grubby removal should be completed by the middle of the month, and dead items removal should be completed by the end of the month.
3. Access and Engagement should work as a team to follow the plan outlined by local management.
4. Please submit replacement requests in one batch by the deadline to the Collection Development Manager. Collection Development will evaluate requests in consideration with the materials budget and purchase replacements accordingly.

Collection Areas	Grubby Items Removal	Dead Items Removal	Send Replacement Requests to CD by:
900 - ANF, YNF, JNF, TNF	11/1 to 11/14	11/1 to 11/30	12/15
200, 400 - ANF, YNF, JNF, TNF	12/1 to 12/14	12/1 to 12/31	1/15
000, 100 - ANF, YNF, JNF, TNF Easy, Reader	1/1 to 1/14	1/1 to 1/31	2/15
300 - ANF, YNF, JNF, TNF 800 - ANF, YNF, JNF, TNF	2/1 to 2/14	2/1 to 2/28	3/15
Large Print 700 - ANF, YNF, JNF, TNF	3/1 to 3/14	3/1 to 3/31	4/15
600 - ANF, YNF, JNF, TNF	4/1 to 4/14	4/1 to 4/30	5/15
Foreign Language, Sequoyah, Juvenile Awards	5/1 to 5/14	5/1 to 05/31	6/15

500 - ANF, YNF, JNF, TNF	8/1 to 8/14	8/1 to 8/31	9/15
Fiction - Adult, YA, Juvenile, Tween	9/1 to 9/14	9/1 to 9/30	10/15
Non-Book - CD, DVD, AMP, AEB, VMP	10/1 to 10/14	10/1 to 10/31	11/15