

Hamilton Public Library Weeding Guidelines

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Note: Please submit [comments](#) about these guidelines before January 15, 2003.

General Reference Materials (All disciplines)

- **Encyclopedias** - Since 20% of a general encyclopedia is revised each year for five years, withdraw sets five or more years in age. When the new reference edition is received, the previous edition is either transferred to another location (see holdings record for information)¹ or may be put in the circulating collection. Weed circulating copy within 10 years. Disposal: Encyclopedias older than 10 years – garbage; otherwise to booksale.
- **Annuals, Directories, Yearbooks received on a continuation basis – General:** Weed the superseded editions when the new one is received. The superseded edition is either transferred to another branch (as indicated in the holding records) or may be retained as a circulating copy. Do not keep more than one superseded edition. Weed all directories that are not current as names, phone numbers, web addresses go out-of date rapidly. **Canadian Almanac:** Keep superseded editions. Editions older than 2 years old should be moved to closed stack storage for permanent retention. Disposal: Garbage
- **Biographical dictionaries** – Superseded editions may be kept as newer editions often delete older performers, scientists, authors, etc.
- **Almanacs** - keep one almanac for as many years back as possible. Older almanacs should be placed in the closed stacks, so that an older almanac will not be confused with a current one.
- **Biographies (Dewey number varies)** —Keep biographical material as space permits since people are dropped from newer editions. Retain and develop a collection of noteworthy biographies of major personalities that are the topics for perennial school assignments. Weed as soon as demand lessens unless the person is of permanent interest or importance (e.g. Prime Minister) and should be retained to support a school project. Weed ghost written biographies of faddish celebrities as actors, athletes, current folk heroes, etc. based upon demand and condition.
- **Hamilton-specific materials (all-subjects)** – Transfer to Special Collections for consideration as part of permanent Hamilton collection.

¹ This information will be added to the holding record in the Horizon transition.

***Horizon Report Numbers (Column 2):** Beginning with the new Horizon system, circulation and holdings information will be available between any of the Dewey numbers in this column. For example: In the 000 – 010 section a reports could be generated for 100 – 010, 004- 005; 0015.3 alone, etc.

| Dewey | Subject *Horizon report # | Branches | Terryberry | Central Library | Additional Information |
|---------|---|--|--|--|------------------------|
| 001-009 | Computers science, knowledge and systems 000, 004, 005 005.3, 005.4 006, 007, 010 | Weed after 3 years retaining older programs and models according to demand. Weed buying guides after 2 years. Weed computer languages after 5 years. Weed annuals after 1 year or when new edition received. | Weed after 3 years retaining older programs and models according to demand. Weed buying guides after 2 years. Weed computer languages after 5 years. Weed annuals after 1 year or when new edition received. | Weed most programs and languages after 5 years keeping a representative collection. Weed buying guides after 2 years. Weed annuals weeded after 1 year or when new edition received. | |
| | Controversial Knowledge | Weed on condition and use. | Weed on condition and use. | Weed on condition and use keeping a representative collection. | |
| | Bibliographies and Catalogues | Weed annuals/serials after 1 year or when new edition received. Weed all other titles after 10 years. | Weed annuals/serials after 1 year or when new edition received. Weed all other titles after 10 years. | Weed annuals/serials after 1 year or when new edition received. Weed all other titles after 10 years. | |
| 020-29 | Library and Information Science 020 | Little or no material in the collection. Weed on condition and use. Offer titles to Central when no longer required. | Weed after 5 years, except for classic works. Offer titles to Central when no longer required. | Weed after 10 years, except for classic works. Develop and retain in-depth library science collection, weeding older titles that do not conform to current accepted library practice. | |
| 030-32 | Encyclopedias and books of fact | Transfer to circulating collection when new edition arrives and weed previous | Transfer to circulating collection when new edition arrives and weed previous | Transfer to circulating collection when new edition arrives and weed previous | |

| Dewey | Subject *Horizon report # | Branches | Terryberry | Central Library | Additional Information |
|-------------|---|--|---|---|------------------------|
| | 030 050 060 | circulating edition. Weed reference and circulating editions after 5 years if no new edition arrives. | circulating edition. Weed reference and circulating editions after 5 years if no new edition arrives. | circulating edition. Weed reference and circulating editions after 5 years if no new edition arrives. | |
| 070- 079 | News media, Journalism and Publishing 070 080 090 | Weed desktop publishing after 3 years. Weed other titles on condition and use but most should be withdrawn after 5 years. Weed annual editions after 1 year. | Weed desktop publishing after 3 years. Weed other titles on condition and use but most should be withdrawn after 5 years. Weed annual editions after 1 year. | Weed desktop publishing after 3 years. Weed other titles on condition and use but most should be withdrawn after 10 years. Retain major Canadian histories and biographies. Weed annual editions after 1 year. | |
| 100 | Philosophy 100 110 120 | Weed on condition and use. | Weed on condition and use. Maintain representative collection. | Tretain and replace titles by major philosophers and well-known authors. Weed on condition and use, but must should be withdrawn after 10 years | |
| 130- 139 | Parapsychology and occultism 130 133 134 135 136 140 | Weed on condition and use. | Weed on condition and use. | Weed on condition and use. | |
| 150- 159 | Psychology 150 152 153 158 | Weed popular psychology after 5 years unless still in demand Weed psychology texts on condition and use or when new edition acquired but most should be withdrawn after 10 years. Weed other titles on condition | Maintain representative collection. Weed popular psychology after 5 years unless still in demand. Weed psychology texts on condition and use or when new edition acquired but most should be withdrawn after 10 | Maintain extensive collection. Weed popular psychology after 5 years unless still in demand. Weed psychology texts on condition and use or when new edition acquired but most should be withdrawn after 10 | |

| Dewey | Subject *Horizon report # | Branches | Terryberry | Central Library | Additional Information |
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| | | and use. | years Weed other titles on condition and use. | years. Weed other titles on condition and use. | |
| 160 200 | Logic, ethics, philosophy 160 170 180 190 | Weed on condition and use. | Retain and replace titles by major philosophers and well-known authors as space and use dictates. | Materials date slowly but check to ensure major trends are included. Retain and replace titles by major philosophers and well-known authors. Weed on condition, but generally after 15 years. | |
| 200- 297 | Religion 200,210,220, 230,240,250 260,270,280 290,291,,292 293,294,295 296,297, | Weed on condition and use. Maintain basic materials on most religions. Weed inspirational titles weeded on condition and use. | Weed on condition and use. Maintain a representative collection on world religions. Weed inspirational titles on condition and use. | Weed on condition and use Maintain extensive collection on most religions. Weed inspirational titles on condition and use. | Ensure basic material on most religions and sects and up-to-date material on the 6 major international religions (Buddhism, Christianity, Hinduism, Islam, Judaism and Taoism) |
| 298- 299 | Mythology 298 299 | Weed on condition and use. Consider retaining classic works. | Weed on condition and use. Maintain a representative collection on world mythology. Consider retaining classic works. | Weed on condition and use. Maintain an extensive collection on world mythology. Retain classic works | |
| 300- 319 | Social Sciences 300 310 | Weed on condition and use Weed popular titles after 5 years. Keep titles of ongoing interest for up to 10 years Weed textbooks on condition and use or when new edition acquired but most should be withdrawn after 10 years. | Weed on condition and use. Weed popular titles after 5 years. Keep titles of ongoing interest for up to 10 years. Weed textbooks on condition and use or when new edition acquired but most should be withdrawn after 10 years. | Maintain extensive collection with emphasis on Canadian materials. Weed on condition and use. Weed textbooks on condition and use or when new edition acquired but most should be withdrawn after 10 years. Weed classics on condition | |

| Dewey | Subject *Horizon report # | Branches | Terryberry | Central Library | Additional Information |
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| | | Weed classics on condition and use. | Weed classics on condition and use replacing when necessary. | and use replacing when necessary. | |
| 320-329 | Political Science 320 321 | Weed on condition and use. | Weed after 10 years except for significant historical or biographical information. | Maintain extensive collection with emphasis on Canadian materials. Weed after 10 years except for significant historical or biographical information | Ensure citizenship material is current. Superseded editions of directories, rules of order, etc. should be weeded. This discipline contains topical books and seasoned analytical works. After demand for former wanes, weed and concentrate on the seasoned works for the permanent collection. |
| 330-339 | Economics 330,331, | Small collection. Weed on condition and use. Weed most titles after 10 years. | Weed most titles after 10 years. Retain some classic titles. | Weed most titles after 10 years. Retain classic titles, biographies, and company histories. | This section ages rapidly. Keep Canadian economic history (depression), histories of Hamilton companies and industries. |
| 332 | Personal Finance 332 | Currency is very important. When a new edition is received, withdraw the previous edition. Weed annuals after 1 year, as all branches may not receive a new edition of each title. | Currency is very important. When a new edition is received, withdraw the previous edition. Weed annuals after 1 year, as all branches may not receive a new edition of each title. | Currency is very important. When new edition is received, withdraw the previous edition Weed annuals after 1 year, as all branches may not receive a new edition of each title. Weed most titles after 5 years. Retain classic titles. | Ensure material reflects current trends and laws. (e.g. RSPs, on-line trading, etc) Most materials are out-of-date in 3 – 5 years. |
| 333 | Environment 333,334,336 337 | Weed on condition and use. Weed most titles after 5 years. | Weed on condition and use. Weed most titles after 10 years. | Weed on condition and use. Weed most titles after 10 years, retaining important Canadian titles. | |

| Dewey | Subject *Horizon report # | Branches | Terryberry | Central Library | Additional Information |
|-------------|--|---|---|---|--|
| 340- 349 | Law 340 341 341 346 347 | Currency is very important. Weed after 5 years. When a new edition is received, withdraw the previous edition Keep only current year of income tax guides. | Currency is very important. Weed after 5 years except for classic titles, histories or cases/trials, which are weeded on condition and use. When a new edition is received, withdraw the previous edition. Retain income tax guides for 3 years according to demand. | Currency is very important. Weed after 5 years except histories, cases/trials, classic titles that are weeded on condition and use. When a new edition is received, withdraw the previous edition. Retain income tax guides up to 3 years according to demand. | Most materials are out-of date in 3 – 5 years. |
| 350- 354 | Public Administration 350 | Weed most titles after 5 years except for standard works on the structure of government. | Weed most titles after 5 years except for standard works on the structure of government. | Weed most titles after 10 years except for standard works on the structure of government. Consider Depository Status requirements or Hamilton Public Library government documents guidelines. | |
| 355- 359 | Military Science 355 | Small collection. Weed on condition and use. | Weed based on condition and use mindful that it is a low use area. Maintain representative collection. | Weed sparingly -Canadian focus. | |
| 360- 369 | Social Welfare 360 364 365 366 | Weed most titles on social issues after 5 years. Weed true crime on condition and use. | Weed most titles on social issues after 5 years unless historical treatment which may be kept 10 years Weed true crime on condition and use. Retain Canadian content longer. | Weed most titles on social issues after 5 years unless historical treatment. Weed true crime on condition and use. Retain Canadian content longer | |
| 370- | Education | Weed most titles after 5 years. | Weed after 10 years unless | Maintain a representative | |

| Dewey | Subject *Horizon report # | Branches | Terryberry | Central Library | Additional Information |
|-------------|--|---|--|---|--|
| 379 | 370 379 | Weed history, trends, issues and teaching methods on condition and use. Weed test preparation books when a new edition is received or after 5 years. Weed school guides when a new edition is received or after 1 year. | classic titles. Weed history, trends, issues and teaching methods on condition and use. Weed test preparation books when a new edition is received or after 5 years. Weed school guides when a new edition is received or after 1 year. | collection. Weed most titles weeded after 10 years. Weed history, trends, issues and teaching methods on condition and use. Weed test preparation books when a new edition is received or after 5 years. Weed school guides when a new edition is received or after 1 year. | |
| 380- 389 | Commerce and Communication 380 | Small collection. Weed import /export after 5 years or when new edition is received. | Weed import /export weeded after 5 years or when new edition is received. | Weed import /export weeded after 5 years or when new edition is received. Currency is important, except in books dealing with historical aspects of the subject. | |
| 390- 395 | Customs, Etiquette and Folklore 390,391,392 | Weed on condition and use. | Weed on condition and use maintaining a representative collection of eras and cultures. | Weed on condition and use maintaining a representative collection of eras and cultures. | |
| | Holidays | Weed on condition and use. | Weed on condition and use maintaining a representative collection. Children's collection emphasis. | Weed on condition and use, maintaining a representative collection. Emphasis on school projects. | |
| 398 | Folklore and Legends | Weed on condition and use. | Weed on condition and use maintaining a representative collection. | Weed on condition and use maintaining an extensive collection. | |
| 400- 499 | Languages and Linguistics 400,420,423 424,428,429 | Weed on condition and use Check for dated style or presentation. Maintain tools for various | Weed on condition and use. Check for dated style or presentation. Maintain tools for various | Weed on condition and use Check for dated style or presentation. Maintain tools for various | English and foreign language dictionaries go out of date in 10 years as new words are added. Update on regular |

| Dewey | Subject *Horizon report # | Branches | Terryberry | Central Library | Additional Information |
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| | 430,440,443 444,450,460 470,480,490 | reading levels. | reading levels. Maintain representative collection of different languages. | reading levels. Maintain extensive collection. | basis. Remove older dictionaries after 20 years. Grammar, usage and language instructions books date slowly. |
| | TOEFL TOEIC—Test Of English for International Communication TSE –Test of Spoken English | Weed on condition and use. Selected branches with high recent immigrant populations should ensure that latest test materials are in the collection. | Replace when test changes. (Last change: 1998) | Replace when test changes. (Last change: 1998) | Material comes from specialized publishers and can be slow arriving. |
| | English as a Second Language materials. | Weed on condition and use, but be aware that replacements can be difficult to find. | Weed on condition and use, but be aware that replacements can be difficult to find. | Weed on condition and use, but be aware that replacements/ updated materials are difficult to find. Central should have a study- level collection of ESL materials. | Material comes from specialized publishers and can be slow arriving; it also irregularly published. |
| 500- 509 | | Weed on condition and use. Natural history weeded after 5 years | Weed on condition and use. Weed natural history after 10 years. | Weed on condition and use. Weed natural history after 10 years Canadian titles kept longer. Weed dictionaries after 5 years. Keep chronologies and timetable books as condition permits. | Replace worn classics or significant historical works. |
| 510- 519 | Mathematics 510 | Weed on condition and use. Weed textbooks on condition and use or when new edition received but most should be weeded after 10 years. | Weed on condition and use. Weed after 10 years unless historical treatment or classic. Weed textbooks on condition and use or when new edition | Weed on condition and use. Weed after 15 years unless historical treatment or classic. Weed textbooks on condition and use or when new edition | Material dates slowly. Ensure newest theories on teaching math; older textbooks useful for those customers looking for older teaching methods. |

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| | | | received but most should be weeded after 10 years. | received but most should be weeded after 10 years. | |
| 520-529 | Astronomy 520 | Weed after 10 years unless historical treatment or classic. | Weed after 10 years unless historical treatment or classic. | Weed after 10 years unless historical treatment or classic. | Star gazing/ night sky doesn't change. Replace older guides with newer attractive materials. Books on planets solar system date rapidly due to new discoveries. Discard books prior to 1995 in this subject area. |
| 530-539 | Physics 530 | Weed after 10 years. | Weed after 10 years unless historical treatment or classic. | Weed after 10 years unless historical treatment or classic. Some reference handbooks are kept longer if still in print. | Monitor carefully as info changes rapidly. Weather and climate books should include use of computers in forecasting and the hole in the ozone layer. |
| 540-549 | Chemistry Mineralogy 540 | Weed after 10 years | Weed after 10 years | Weed after 10 years, unless historical treatment or classic. Some reference handbooks are kept longer if still in print. | Discard books on the elements that do not have correct number of elements. |
| 550-559 | Earth Sciences and geology 550 | Weed after 10 years. | Weed after 10 years. | Weed after 10 years, unless historical treatment or classic. Canadian titles kept longer. | Replace older less attractive guides with new editions. Weed geology titles that do not discuss plate tectonics (i.e. that use term continental drift) or that do not give Earth's age as 4.6 billion years. Dinosaur books should discuss feathered dinosaurs, dinosaurs that gave rise to birds and the theory of meteor extinction of dinosaurs. Keep |

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| | | | | | this section current. |
| 560-569 | Paleontology 560 | Weed on condition and use. Weed after 10 years unless historical treatment or classic. | Weed on condition and use. Weed after 10 years unless historical treatment or classic. | Weed on condition and use. Weed after 15 years unless historical treatment or classic. Canadian titles kept longer. | Weed any book published prior to 1986 that does not reflect the reclassification of life (5 kingdoms, rather than 3). |
| 570-579 | Life Sciences and Biology 570 | Weed after 10 years. Monitor changes in this field. | Weed after 10 years unless classic or history Monitor changes in this field. | Weed after 10 years unless historical treatment or classic. Monitor changes in this field. Canadian titles kept longer. | Micorbiology is a hot topic. Ensure newest findings on viruses, bacteria living in extreme conditions. As most books are very technical, purchase textbooks as needed. |
| 580-589 | Plants (Botany) 580 | Weed after 15 years. | Weed after 15 years unless classic or history. | Weed after 15 years unless historical treatment or classic. Canadian titles kept longer. | |
| 590-599 | Animals (Zoology) 590 | Weed after 10 years. | Weed on condition and use but generally after 10 years. | Weed on condition and use but generally after 15 years, unless historical treatment or classic. Canadian titles kept longer. | Endangered species – weed after 3 – 5 years, as the list changes. |
| 600-609 | Technology 600 | Weed technical drawing titles after 5 years. Weed other titles including history of invention on condition and use. Science fair books should be current. Weed after 5 years | Weed technical drawing titles after 5 years. Weed other titles, including history of invention on condition and use. Science fair books should be current. Weed after 5 years | Weed history of invention on condition and use. Canadian titles kept longer. Science fair books should be current. Weed after 5 years | . |

| Dewey | Subject *Horizon report # | Branches | Terryberry | Central Library | Additional Information |
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| 610-619 | Medicine 610,613,614 615,616,617 618,619 | Currency is very important. Weed rigorously. Weed after 5 years unless anatomy or history. May retain exercise and diet titles longer - weed on condition and use. | Currency is very important. Weed rigorously. Weed after 5 years unless anatomy or history. May retain exercise and diet titles longer- weed on condition and use. | Currency is very important. Weed rigorously. Weed after 5 years unless anatomy or history. May retain exercise and diet titles longer - weed on condition and use. | Canadian Medical Association and Canadian Dietetic Assoc. recommend that books on medicine, health, diet , nutrition be no more than 5 years old. Watch for info on specific diseases that may be to be weeded more frequently. Ensure alternate medicine books reflect newest trends. Do NOT put older medical and health books in the book sale. |
| 620-629 | Engineering 629 628 629 629.2 629.3 | Weed on condition and use. Keep repair manuals kept as long as being used then consider for transfer to Central. Weed space titles after 10 years. | Weed on condition and use Keep repair manuals as long as being used then consider for transfer to Central Weed space titles after 10 years. | Weed on condition and use Keep repair manuals for older cars, appliances, etc. as condition and use dictates. Titles older than 10 years may be stored in the stacks. Weed space titles after 10 years unless historical treatment, then weed on condition and use. Keep reference works if still in print. Weed after 10 years unless historical or classic. | Keep computer titles current, but keep older systems and languages as condition and use dictate. Weed space exploration books that do not cover the missions to Mars and Venus. |
| 630-639 | Agriculture 630 635 636 637 | Weed on condition and use. | Weed on condition and use but be aware of new trends. Weed conservation books after 5 years. Weed veterinary medicine after 7 years or when | Weed on condition and use but be aware of new trends. Weed conservation books after 5 years. Weed veterinary medicine after 7 years or when | Keep older dog breed books because this information is difficult to get one a breed has gone out of fashion. Older gardening books should be weeded if they no longer |

| Dewey | Subject *Horizon report # | Branches | Terryberry | Central Library | Additional Information |
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| | | | superseded by new manuals. Keep classic gardening titles but ensure collection reflects newest gardening trends and styles. | superseded by new manuals. Keep classic gardening titles and ensure collection reflects newest gardening trends and styles. Keep Canadian titles longer. | reflect the changes in hybrids, gardening techniques, styles, and handling of lawn and garden waste. Ensure that information about pesticides is current. |
| 640-645 | Home and family management 640 641 642 643 644 | High demand area. Weed on condition and use. Be aware of new trends and keep the collection current. | High demand area. Weed on condition and use. Be aware of new trends and keep the collection current. Retain classics. | High demand area. Weed on condition and use. Be aware of new trends and keep the collection current. Retain classics. Canadian titles kept longer. | Beware of shelvesitters, especially cookbooks. Most customers want only the newest or classic cookbooks by known authors. Weed others as newer titles on same subjects are published. Cookbooks for special diets (hear, cancer, diabetes) should reflect the current medical information. |
| 646 - 648 | Home Repair Sewing Grooming 646 | Weed on condition and use. | Home repair – weed after 10 years as techniques products and tastes change. Weed sewing books that show older techniques and fashions after 5 years. Keep old manuals about sewing machines as need and use dictate. Grooming and fashion books should be weeded after 3 years, as styles change. | Home repair – weed after 10 years as techniques products and tastes change. Weed sewing books that show older techniques and fashions after 5 years. Keep old manuals about sewing machines as need and use dictate. Grooming and fashion books should be weeded after 3 years, as styles change. | |
| 649 | Parenting and Child Care 649 | High demand area. Weed on condition and use. Weed after 10 years unless popular titles still in demand. | High demand area. Weed after 10 years unless popular authors still in demand. | High demand area. Maintain a representative collection on different ages, cultures and issues. Weed after 10 years unless popular | |

| Dewey | Subject *Horizon report # | Branches | Terryberry | Central Library | Additional Information |
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| | | | | authors still in demand. | |
| 650-659 | Management and Public relations (careers) 650 650.14 651 652 653 658 659 | High demand area – currency essential. Weed after 5 years unless classics or heavy use. Weed keyboarding, typing and letter writing titles on condition and use. Weed word processing after 5 years. Currency is very important for careers, particularly job search – weed resumes, interview books after 2-5 years. | High demand area –currency essential. Weed after 5 years unless classics or heavy use. Weed keyboarding, typing and letter writing titles on condition and use. Weed word processing after 5 years. Currency is very important for careers, particularly job search – weed resumes, interview books after 2-5 years. | High demand area – currency important. Weed after 3- 5 years unless classics, or in high demand Weed keyboarding, typing and letter writing titles on condition and use. Weed word processing after 5 years. Currency is very important for careers, particularly job search – weed resumes, interview books after 2-5 years. Weed biography and company history on condition and use. | |
| 660-689 | Chemical Engineering , Manufacturing 660,670,680 683, 684, 685 | Weed after 10 years unless basic process described e.g. glassmaking. Older books on guns, toys and clocks may still be useful. Weed collectors' price guides when new edition is received. | Weed after 10 years unless basic process described e.g. glassmaking, Older books on guns, toys and clocks may still be useful. Weed collectors' price guides when new edition is received. | Weed after 10 years unless basic process described e.g. glassmaking. Older books on guns, toys and clocks may still be useful Weed collectors' price guides when new edition is received. | Most books in this area are too technical so provide overview of subject only (e.g. textbook). Technical books age rapidly and should be discarded in 3 – 5 years. |
| 690-699 | Building and Construction 690 | Weed after 10 years Be aware of changes to code requirements, equipment and materials. | Weed after 10 years Be aware of changes to code requirements, equipment and materials. | Weed after 10 years Be aware of changes to code requirements, equipment and materials. Some reference titles kept if still in print. | Superseded materials must be weeded since customers need the current techniques. Blueprint drawing books must reflect the use of computers in this field. |
| 700-709 | Fine Arts 700 | Weed on condition and use. Check regularly for damaged | Weed on condition and use maintaining a representative | Maintain representative collection. | Retain basic technique books (painting, drawing, etc) if well |

| Dewey | Subject *Horizon report # | Branches | Terryberry | Central Library | Additional Information |
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| 730-744 | Sculpture, ceramics and metalwork 730,740,741 742. | and vandalized material. Weed collectors' price guides, stamp and coin catalogues when new edition is received or after 5 years. Consider classic Canadian titles and expensive art books for transfer. | collection. Check regularly for damaged and vandalized materials. Weed collectors' price guides, stamp and coin catalogues when new edition is received or after 5 years. Consider classic Canadian titles and expensive art books for transfer to Central. | Weed histories, surveys, biographies and other descriptive works on condition and use. Check regularly for damaged and vandalized materials. Weed collectors' price guides, stamp and coin catalogues when new edition is received or after 3-5 years. | illustrated and in demand. Woodworking books change because of new tools and materials. |
| 750-769 | Painting Graphic Arts 750,760 | | | | |
| 710-719 | Landscape and Area planning 710,712,713 | Weed on condition and use. Consider last copy retention of Hamilton titles in Special Collections. | Weed on condition and use. Consider last copy retention of Hamilton titles in Special Collections. | Weed on condition and use. Consider last copy retention of Hamilton titles in Special Collections. | |
| 720-729 | Architecture 720 | Weed on condition and use. Consider last copy retention of Hamilton titles in Special Collections. Weed after 10 years | Weed sparingly. Consider last copy retention of Hamilton titles in Special Collections. Weed after 10 years. | Weed sparingly maintaining a representative collection. Consider last copy retention of Hamilton titles Special Collections | |
| 745-746 | Crafts 745 746 | Weed according to condition and use but check for out of date or faddy material. | Weed according to condition and use but check for out of date or faddy material. | Maintain a representative collection. Weed according to condition and use but check for out of date or faddy material. | Older craft books are problematic as crafters use older titles for patterns. Keep as use and condition permit. Ensure a balance between women's and men's crafts |
| 747-749 | Interior Decoration 747 748 | Weed on condition and use but check for dated styles. | Weed on condition and use but check for dated styles. | Weed on condition and use but check for dated styles. | Dated styles should be weeded. Tastes change so materials in this section should be weeded after 5 – 10 years. |
| 770-779 | Photography 770 | Weed on condition and use but watch for outdated equipment and consumer information. | Weed on condition and use but watch for outdated equipment and consumer information. | Maintain a representative collection. Weed on condition and use | |

| Dewey | Subject *Horizon report # | Branches | Terryberry | Central Library | Additional Information |
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| | | Consider transferring expensive photographic collections. | Consider retaining or transferring classic photographic collections. | but watch for outdated equipment and consumer information Keep manuals for older equipment. | |
| 780-789 | Music 780, 782.1 782.2, 782.8 783, 784.5 785.52, 784.54 784.55, 784.6 784.7, 785.6 785.7, 786 786.3, 786.4 786.5, 789 | Weed on condition and use. Keep basic material especially songbooks. Weed faddy material, for example musical groups after 5 years unless of enduring interest. Withdraw annual music and video guides when new edition received or after 1 year. | Weed on condition and use. Keep basic material especially songbooks. Weed faddy material, for example musical groups after 5 years unless of enduring interest. Withdraw annual music and video guides when new edition received or after 1 year. | Weed on condition and use. Keep basic material especially songbooks. Weed faddy material, for example musical groups after 5 years unless of enduring interest. Withdraw annual music and video guides when new edition received or after 1 year. Keep titles indexed in the <i>Hamilton Public Library Song Index</i> . | History, biographies and songbooks date slowly. Retain representative sampling of standard composers and music that has stood the test of time as well as musical instruments and instructions. Popular music dates rapidly. Weed reviews and histories of popular music after 5 years and replace with new editions covering current performers. Keep songbooks on national anthems and Christmas music. |
| 790-799 | Recreational and Performing Arts 790,791,792 | Weed on condition and use. | Maintain a representative collection. Weed on condition and use but consider retaining classic and Canadian titles. | Maintain a representative collection. Weed on condition and use but consider retaining classic and Canadian titles. Weed directories and guides. | |
| 793-795 | Games 793,794 | Weed on condition and use. Watch for changes in rules, equipment and techniques and new editions. | Weed on condition and use unless historical but generally after 10 years. Watch for changes in rules, equipment and techniques and new editions. Ensure rulebooks are current. | Weed on condition and use unless historical but generally after 10 years. Watch for changes in rules, equipment and techniques and new editions. Ensure rulebooks are current. | |
| 796 – 799 | Sports 796, | High demand. Weed on condition and use. | Weed biographies on condition and use. | Weed on condition and use unless historical. | Transfer books about Hamilton sports teams and personalities |

| Dewey | Subject *Horizon report # | Branches | Terryberry | Central Library | Additional Information |
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| | 797 | Watch for changes in rules, equipment and techniques, Weed faddy material, for example sports personalities groups after 3 years unless of enduring interest. | Watch for changes in rules, equipment and techniques. Weed faddy material, for example sports personalities after 5 years unless of enduring interest. Ensure rulebooks are current. | Watch for changes in rules, equipment and techniques and new editions. Weed faddy material, for example sports personalities after 5 years unless of enduring interest. Ensure rulebooks are current. | to Special Collections |
| 800-899 | Literature 800 808 809 810 819 820 822 823 830 840 860 860 870 880 890 | Weed writing techniques after 10 years. Weed literary criticism, poetry, plays and humour on condition and use. Check regularly for marked texts. Consider transfer of Canadian titles to District Libraries, NYCL or TRL for last copy retention. | Weed writing techniques after 10 years. Weed literary criticism and biographies on condition and use. Weed poetry, plays and humour on condition and use but retain standard authors and collections and anthologies. Check regularly for marked texts and withdraw. Consider transfer of Canadian titles to TRL and NYCL for last copy retention. | Maintain extensive collection. Emphasize Canadian literature for school assignments Consider weeding writing techniques after 10 years. Weed literary criticism and biographies on condition and use. Keep criticism of classic writers indefinitely. Weed poetry, plays and humour on condition and use but retain standard authors and collections and anthologies. Check regularly for marked texts and withdraw. Consider Canadian titles for last copy retention. Currency is very important for business writing related to job search– weed resumes and cover letters after 2-5 years. (See also 656-659). | Central should keep (closed staff, as necessary) older editions of directories and Oxford and Cambridge companions to literature because newer editions delete older authors. Keep histories of literature and literary criticism until superseded by more authoritative works. Keep quotation poetry and speech anthologies as long as condition permits because they contain older woks that are hard to find. Keep criticism and biographies of Canadian authors as space permits. Hamilton authors are also retained by Special Collections. |
| | Resumes | Currency is very important for business writing related to job 8search – weed resumes and cover letters after 2-5 years. | Currency is very important for business writing related to job search– weed resumes and cover letters after 2-5 years. | Currency is very important for business writing related to job search– weed resumes and cover letters after 2-5 years. | |

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| | | (See also 656-659). | (See also 656-659). | (See also 656-659). | |
| 910 – 919 | Geography, Travel and Atlases 900 910 912 913 914 915 917.1 917.13 917.14 | Weed travel guides after a maximum of 3 - 5 years; do not keep them for the historical or geographical summaries- more current and accurate but equally basic information is found elsewhere. Weed personal accounts on condition and use. Weed geography after 10 years. Weed standard atlases after 5 years and historical atlases after 10 years. | Weed travel guides after a maximum of 5 years; do not keep them for the historical or geographical summaries- more current and accurate but equally basic information is found elsewhere. Weed personal accounts on condition and use. Weed geography after 10 years. Weed standard atlases after 5 years and historical atlases after 10 years. Specialized atlases may have lasting value – weed sparingly. | Weed travel guides after a maximum of 5 years; do not keep them for the historical or geographical summaries- more current and accurate but equally basic information is found elsewhere. Weed personal accounts on condition and use. Weed geography after 10 years. Weed standard atlases after 5 years and historical atlases after 10 years. Specialized atlases may have lasting value – weed sparingly. Keep travelogues which are of high literary or historical value and which continue to circulate frequently. | |
| 920- 928 | Biography 920 | Weed on condition and use. | Weed on condition and use. | Weed on condition and use considering coverage of the subject in the collection. Maintain classic and Canadian titles | Genealogy books should discuss current methods of searching for family. Directories should be weeded when out-of date. |
| 929 | Genealogy, Names and Heraldry Flags 929 | Weed on condition and use. Weed flags after 10 years but monitor changes in the field. | Weed on condition and use. Weed flags after 10 years but monitor changes in the field. | Weed on condition and use. Weed flags after 10 years but monitor changes in the field. Weed books with black and white illustrations of flags. | |
| 900- 909 | History (all countries | Weed on condition and use after 10 years. | Weed on condition and use after 10 years but maintain | Weed on condition and use after 10 years but maintain | Materials date slowly but weed older titles based on accuracy |

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| 930-969 980-999 | except Canada/USA) 900,910,920 929,930,940 940.3, 940.5 940.55, 950 960 | Watch for dated interpretations and viewpoints. Keep country studies and yearbooks current – withdraw old editions. | coverage of major countries and periods. Watch for dated interpretations and viewpoints. Keep country studies and yearbooks current – withdraw old editions. | coverage of major countries and periods. Watch for dated interpretations and viewpoints. Keep country studies and yearbooks current – withdraw old editions. | of facts, fairness of interpretation and dated viewpoints. Keep information on national seals, songs, and flags as it is difficult to obtain. Factual information about various countries should be as current as possible and should be weeded after 10 years even if no other material exists. Superseded textbooks and historical works should be weeded. |
| 970-979 | North American History 970 971.3 971.4 972 973 973.7 973.8 | Emphasis placed on Canadian history for both selection and retention. Weed on condition and use but maintain coverage of important events and periods. Watch for dated attitudes, particularly in titles on Native Peoples. Keep statistical books and books that discuss current conditions up-to-date. Transfer information on provincial and state seals, songs, flags if no longer required locally as this information is difficult to obtain. | Emphasis placed on Canadian history for both selection and retention. Weed on condition and use but maintain coverage of important events and periods. Watch for dated attitudes, particularly in titles on Native Peoples. Keep statistical books and books that discuss current conditions up-to-date. Keep information on provincial and state seals, songs, flags as this information is difficult to obtain. Emphasis placed on Canadian history for both selection and retention. | Emphasis placed on Canadian history for both selection and retention. Weed on condition and use but maintain coverage of important events and periods. Weed superseded editions of textbooks and historical works that are updated irregularly. Keep statistical books and books that discuss current conditions up-to-date. Watch for dated attitudes, particularly in titles on Native Peoples. Keep information on provincial and state seals, songs, flags as this information is difficult to obtain. | Materials date slowly but weed older books based on accuracy of facts, fairness of interpretation, and dated viewpoints. Look carefully at photos and illustrations for bias. Weed books on Canada and the United States that give information (statistics, current facts) that are more than five to 10 years old. Try to maintain a balance of viewpoints and interpretations on historical periods. Retain selected American history collection based on standard and classic works. |
| | Local History | Branches should retain copies of the history of their | Branches should retain copies of the history of their | Build circulating collection of Hamilton histories. | Keep all information on Hamilton and Ontario as long |

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| | | communities (e.g. Dundas). Consider transfer to Special Collections of duplicates, fragile or high-theft materials. | communities (e.g. Dundas). Consider transfer to special Collections of duplicates, fragile or high-theft materials. | See Special Collections Guidelines. | as possible since the information in these books is often difficult to obtain. If the newer title has inaccuracies or omission of important information, consider keeping the older editions. Transfer to Special Collections when discarding. |