

## MUSTY \*

- M Misleading** Can occur more rapidly in technology than mythology. Look for:
- “Dated” popular fiction
  - Obsolete information
  - Books containing racial, cultural or sexual stereotyping
- U Ugly** Refers to the physical condition of the book.
- Antiquated appearance
  - Worn-out, frayed, dirty
  - Unable to mend
- S Superseded** There may be newer copies available.
- Duplicate copies
  - Almanacs, yearbooks, encyclopedias superseded by newer editions
- T Trivial** Look for appropriateness for the collection. Check for poor writing, inaccurate information, an inappropriate interest or reading level for students.
- Y Your collection** has no use for the book. It is irrelevant to your curriculum.

\* Coined by the American Library Association in cooperation with the Texas State Library, 1976

## FOR FURTHER INFORMATION

*The CREW Method; Expanded Guidelines for Collection Evaluation and Weeding for Small and Medium-Sized Public Libraries*, Texas State Library, 1995

*Weeding Library Collections*, Stanley J. Slote, Libraries Unlimited, 1997

*Where Do I Start? A School Library Handbook*, Santa Clara County Office of Education, Linworth, 2000

California School Library Information  
<http://www.cde.ca.gov/ci/cr/lb/index.asp>

Norfolk Public Schools, VA Library Media Center Handbook  
[http://www.npsk12.com/pdf/Media\\_Services\\_Handbook-2013-14.pdf](http://www.npsk12.com/pdf/Media_Services_Handbook-2013-14.pdf)  
[Note: the preceding link is invalid.]

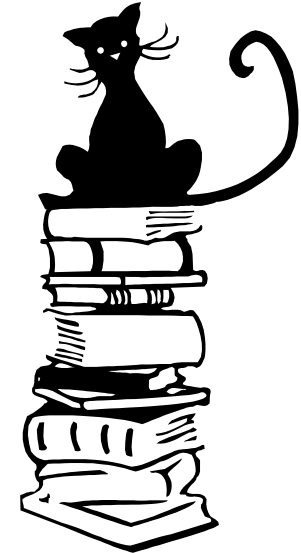
Sunlink Weed of the Month Club <http://tinyurl.com/kr53b5v> [Note: the preceding link is invalid.]



California Department of Education  
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## WEEDING THE SCHOOL LIBRARY

### *The Counterpart to Selection*



### *Why Weed?*

It does not matter how many books you may have, but whether they are good or not.

— *Epistolae Morale*  
Lucius Annaeus SENECA  
3 B.C.-65 A.D

# WEEDING THE COLLECTION

## DEFINITION

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Weeding is the removing of materials from a library collection in a systematic and deliberate way. It is an ongoing part of collection development, a planned and thoughtful action that will ensure library materials are current and enticing.

## DEVELOP A WEEDING POLICY AND CRITERIA

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A part of the district selection policy should include a plan for weeding the school library collection. This weeding policy should include a justification, rationale, a plan for teacher evaluation of materials being considered for discard and a process for disposal.

The following criteria should be considered in developing such a policy:

- **Copyright:** a clue to look more carefully at the content.
- **Content:** look for relevance to the needs and curriculum of the school.
- **Physical condition:** look for ease of repair. Is there sufficient time and staff to complete major repairs?
- **Number of circulations** including last circulation. If not circulated for 5-10 years determine why.
- **Superseded:** is there newer information available?

## INFORMAL WEEDING

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An ongoing process that often occurs as materials are checked-in or checked-out.

## FORMAL WEEDING

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A planned process that is not superseded by informal weeding. A rotation schedule can be established allowing for systematic weeding over time.

## COPYRIGHT

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These are *suggested* copyright markers to consider. Utilize other criteria as well as these guidelines.

### Dewey Classifications

<b>000</b>	2-10 years	<b>500</b>	5-10 years
<b>100</b>	10 years	<b>600</b>	5-10 years
<b>200</b>	2-10 years	<b>700</b>	5-15 years
<b>300</b>	5-10 years	<b>800</b>	flexible
<b>400</b>	10 years	<b>900</b>	15 years

<b>Biographies</b>	flexible
<b>Fiction</b>	10 years
<b>Encyclopedia</b>	5-7 years
<b>Reference:</b>	evaluate on individual basis
<b>Periodicals</b>	5 years
<b>Almanacs/Yearbooks</b>	3 years in reference, 3 additional years in circulation

## CONSIDER KEEPING

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- Classics, award winners
- Local History
- Annuals & School Publications
- Titles on current reading lists
- Out of print titles that are still useful
- Biographical Sources

## PROCEDURE

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- Design a plan that includes a schedule and a goal for the weeding process.
- Schedule weeding during an uninterrupted time.
- Have post-its, carts and boxes available.
- Look at each book and apply your criteria.
- If pulling the book, note the reason and place on a cart for mending or in a box for disposal.
- Remove records from circulation system.

