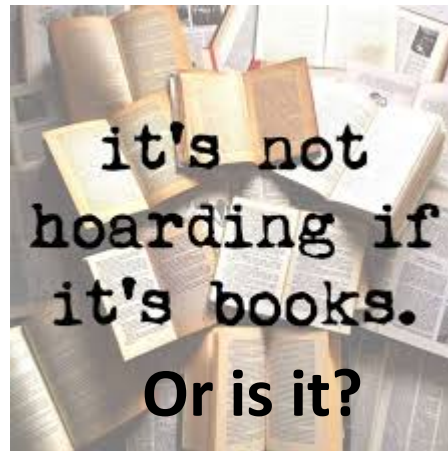


MUSTIE*

- M** **Misleading** can occur more rapidly in technology that mythology. Look for:
- Obsolete information
 - Racial, cultural or sexual stereotyping
- U** **Ugly** refers to the physical condition of the book.
- Antiquated appearance
 - Worn out, frayed, dirty, moldy
 - Unable to repair
- S** **Superseded** there may be newer copies available.
- Duplicate copies
 - Almanacs, encyclopedias superseded by newer editions
- T** **Trivial** book for relevance for the collection. Check for poor writing, inaccurate information and appropriate interest and reading levels for students
- I** **Irrelevant** to the needs of your community
- E** **Elsewhere** available online or in a database to which you have access

BENEFITS OF WEEDING

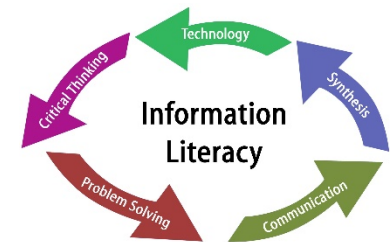
- Creates an up-to-date collection
- Ensures that all parts of the collection have been evaluated for equity issues and stereotyping
- Makes gap analysis easier
- Directs further collection development
- Provides a cleaner and more attractive collection
- Makes it easier to search and find relevant material
- Makes it easier to maintain the library
- Highlights and makes accessible new and exciting resources



CREW=Continuous Review, Evaluation, and Weeding

WEEDING THE SCHOOL LIBRARY

A vital part of the selection process



Why weed?

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

*-Epistolae Morale
Lucius Annaeus SENECA
3 BC -65 AD*

WEEDING THE COLLECTION

DEFINITION

Weeding is the removal of materials (books, periodicals, encyclopedias, videos etc.) from a library collection in a planned and systematic way. The deselection process is an ongoing part of collection development, a deliberate and thoughtful activity that will keep the library current and vital.

TO WEED OR NOT TO WEED:

Libraries, and gardens, require continuous attention to remain current with the times and appealing to patrons. Weeding is not recommended for 1st year school library media specialists—wait until you are familiar with your patrons—teachers and students in your building.

POLICY AND CRITERIA

The selection policy considers weeding an important part of sound collection development. Individual school Teacher-Librarians should consider the following criteria in developing a plan for weeding.

- Copyright: older books require closer examination for content
- Content: should be relevant to the school needs and state curriculum
- Physical Condition: Is it worth repairing?
- Circulation: How long since it was last checked out?
- Current: Is newer material/information available?
- Do you still need multiple copies of a work?

INFORMAL WEEDING

An ongoing process where torn, tattered or defaced materials are deselected as they are returned to the school library.

FORMAL WEEDING

A planned rotational process that sees each section of the library targeted on a regular basis.

PROCEDURE

- Run a collection analysis through Follett Titlewave, or whichever vendor hosts your catalog, to identify areas of greatest need
- Develop a timeline with a definite goal for evaluating the entire collection
- Inform staff and administration of your plan and criteria used
- If you are planning a move, weed prior to moving the collection to a new facility
- Have carts, recycling bins, boxes, dusters, hand wipes and post-it notes available
- Each book should be evaluated individually
- Delete barcodes from the system by scanning onto Notepad and then deleting in a batch delete



CONSIDER KEEPING

- Award winners and classics
- Student authored books
- Local histories
- School yearbooks and publications
- Titles in curriculum units or used by specific teachers in your building
- Out of print titles that are still useful and relevant

COPYRIGHT

These are only *suggested* copyright markers to use as a guideline along with the other criteria suggested.

Dewey Classification

000	3-10years	500	10 years
100	10years	600	5-10years
200	2-10 years	700	5-15years
300	5-10 years	800	flexible
400	10years	900	10 years

Biographies	flexible
Fiction	flexible-check for appropriateness
Encyclopedia	5-7 years: still needed or will online suffice?
Reference	evaluate on an individual basis 5-10years
Atlas	3years
Periodicals	3 years in reference, 3 years incirculation
Almanacs	15 years
Videos	