

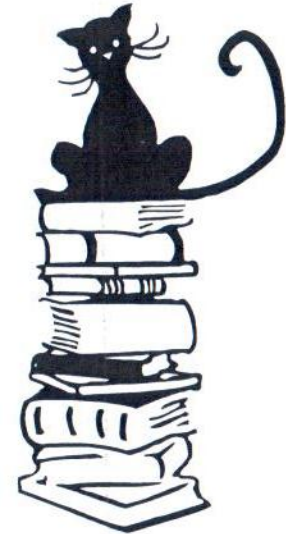
MUSTY *

- 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- S** **Superseded** There may be newer copies available.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 - Almanacs, yearbooks, encyclopedias superseded by newer editions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

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

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

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- **Superseded:** is there newer information available?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

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

FORMAL WEEDING

A planned process that is not superseded by informal weeding.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

COPYRIGHT

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

Dewey Classifications

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

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

CONSIDER KEEPING

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

PROCEDURE

- 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.

