

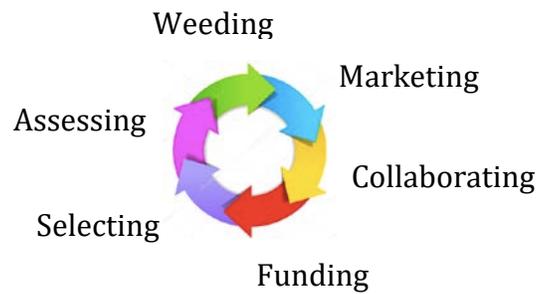


“Weeding Your School Library Collection

Summer Summit
Idaho Commission for Libraries
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Collection Development Cycle

- Start with the customer
- Mission, vision and Strategic Plan policy with collection goals
- Policy guides building the collection
- Selection
- Ordering, processing
- Vendors, publishers & suppliers
- Receiving materials
- Cataloging & processing materials
- Out to the public – promotion and display
- Collection assessment
- Maintenance & weeding
- Evaluating everything – processes, use, materials, etc.



Collection Assessment Methods

Measure the collection itself – quantitative and qualitative.

- What do we have?
- How much?
- How old?
- How worthwhile?

Measure the use of the collection

- How is the collection used?
- How often do items circulate?
- Are some materials only used in the library?
- How often are the library website and online databases used?



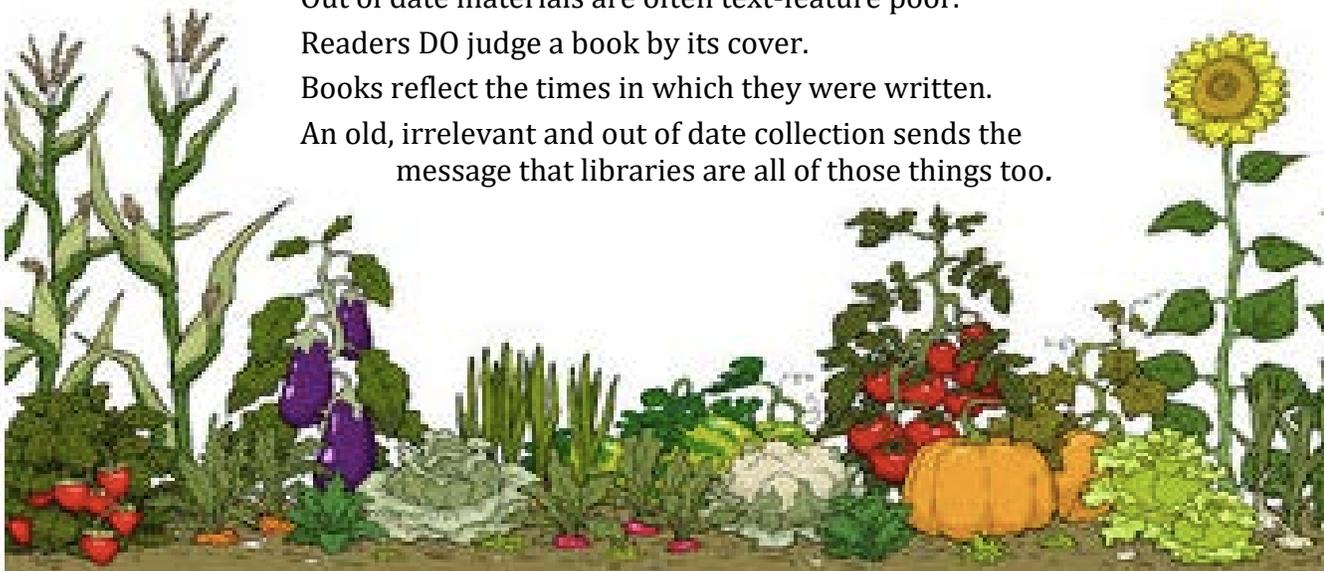
First things first!! In your school district collection development policy, you also need a weeding policy approved by your School Board. It may be quite simple, which is best, but it needs to be clear.

Include:

- Purpose of weeding
- Why it is necessary
- Criteria that are used in choosing materials to be weeded
- Process for weeding
- Who is responsible for carrying out the process
- What do you do with weeded materials

Why Weed Your Collection?

- Out of date materials can be dangerous.
- Out of date materials are often text-feature poor.
- Readers DO judge a book by its cover.
- Books reflect the times in which they were written.
- An old, irrelevant and out of date collection sends the message that libraries are all of those things too.



CREW FORMULA

Continuous Review, Evaluation and Weeding

The CREW method uses a formula to determine whether an item should be weeded. The formula consists of three parts:

1. The first figure refers to the age of materials. Materials older than that number can be considered for weeding;
2. The second number refers to the last circulation. Any item that has not been checked out for that number of years can be considered as a possible candidate for weeding.
3. The third refers to the presence of various negative factors, called MUSTIE Factors.

CREW FORMULA EXAMPLES



10/3/MUSTIE

10 = 10+ years after copyright

3 = not checked out in the last 3 years

5/3/MUSTIE

5 = 5+ years after copyright

3 = not checked out in the last 3 years

X/3/MUSTIE

X = copyright date is not an issue

3 = not checked out in the last 3 years

M U S T I E

is an acronym for six negative factors that frequently ruin an item's usefulness:

M Misleading (and/or factually inaccurate)

U Ugly (worn and beyond repair)

S Superseded (by a new edition or better resource on the subject)

T Trivial (of no discernible literary or scientific merit)

I Irrelevant to the needs and interests of your library

E Elsewhere through interlibrary loan or reciprocal borrowing



COPYRIGHT

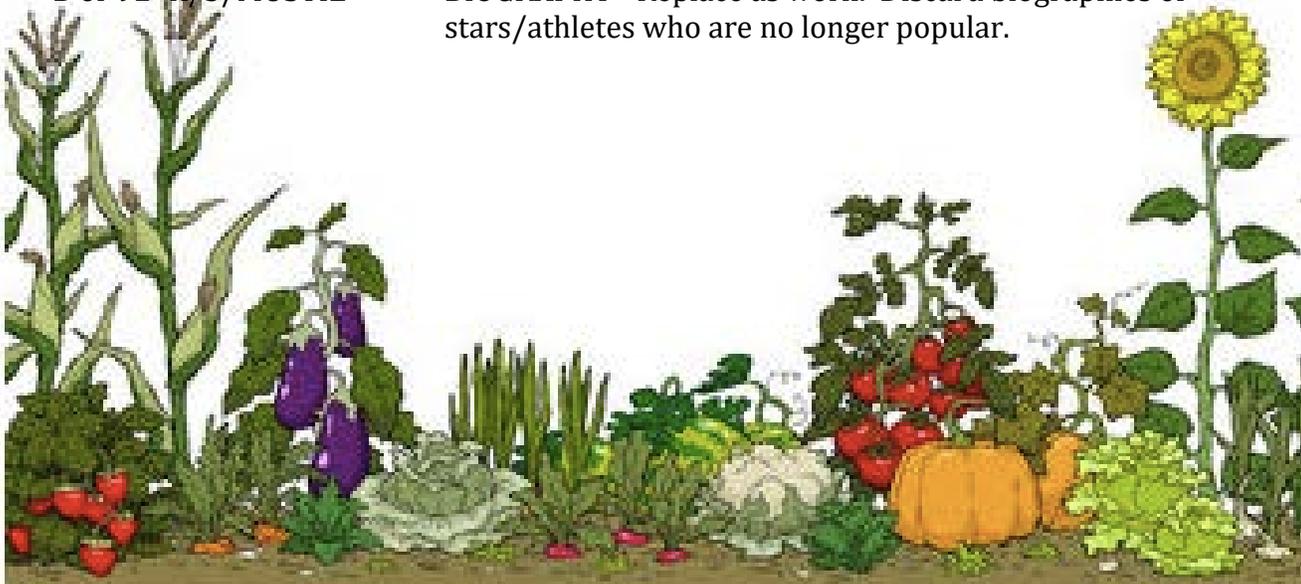
These are suggested copyright markers to consider. Utilize other criteria as well as these guidelines. Ages for Dewey classifications:

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

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

MUSTIE as adapted by Ramona Kerby

133	15/3/MUSTIE	PARANORMAL - Keep until worn.
150	10/3/MUSTIE	PSYCYOLOGY - Purchase new and popular topics
510	10/3/MUSTIE	MATHEMATICS - Replace older materials on algebra, geometry, trigonometry and calculus.
550	X/3/MUSTIE	EARTH SCIENCE - Keep geology books indefinitely. Keep field guides on fossils, gems, & rocks for 20 years.
570	10/3/MUSTIE	LIFE SCIENCES
550	10/3/MUSTIE	BOTANICAL SCIENCES
619	X/3/MUSTIE	ANATOMY and PHYSIOLOGY do not change rapidly.
610	2/X/MUSTIE	MEDICINE - Materials change fast on Aides, genetics, & cancer.
635	5/3/MUSTIE	PLANTS - Books about propagation of plants & flowers are outdated after 10 years.
640	5/3/MUSTIE	HOME ECONOMICS - Be strict with old sewing and grooming books as styles change rapidly. Keep cookbooks.
790	10/3/MUSTIE	RECREATION - Discard & replace as rules & interest change.
910	5/3/MUSTIE	GEOGRAPHY and TRAVEL
910 B or 92	X/3/MUSTIE	BIOGRAPHY - Replace as worn. Discard biographies of stars/athletes who are no longer popular.



HOW DO YOU DO IT???

Here are some suggestions. Choose one and try it out!
Whatever works for you!

Quietly and without comment

This is a normal professional responsibility. Get your selection policy out, review it and go to work!

Continuously throughout the year

Weekly task not a summer project that never gets done.

Continuously takes less time: you can spare 15 minutes each week.

In targeted small sections of the collection

It's nice to see progress. Keep your enthusiasm when you see how nice the sports section looks! Keep track of your progress.

Three Step Weeding Process: Take 15!

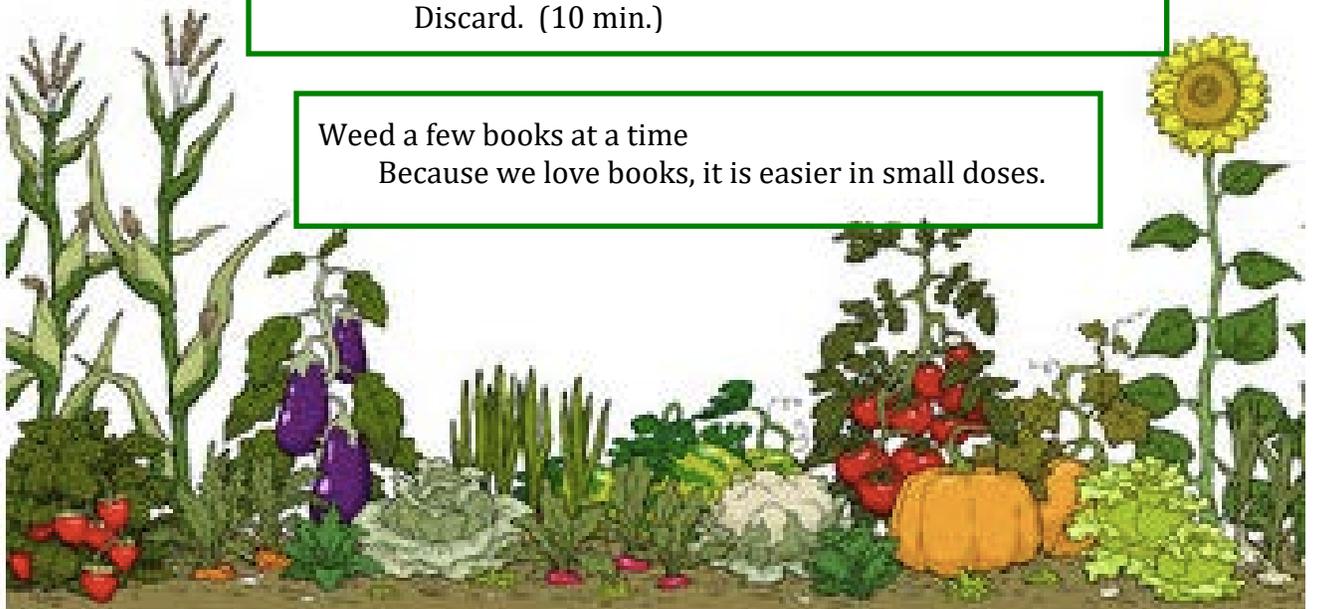
Stand in front of the shelf, slightly pulling out the books that at first glance look like they might need to be weeded. (1 min.)

Look at each book you have selected, and apply the selection principles of accuracy and authority. Decide to weed or not to weed. (4 min.)

Take the selected books to the circulation desk and delete them from the database. Mark book as weeded, remove library identification markings. Discard. (10 min.)

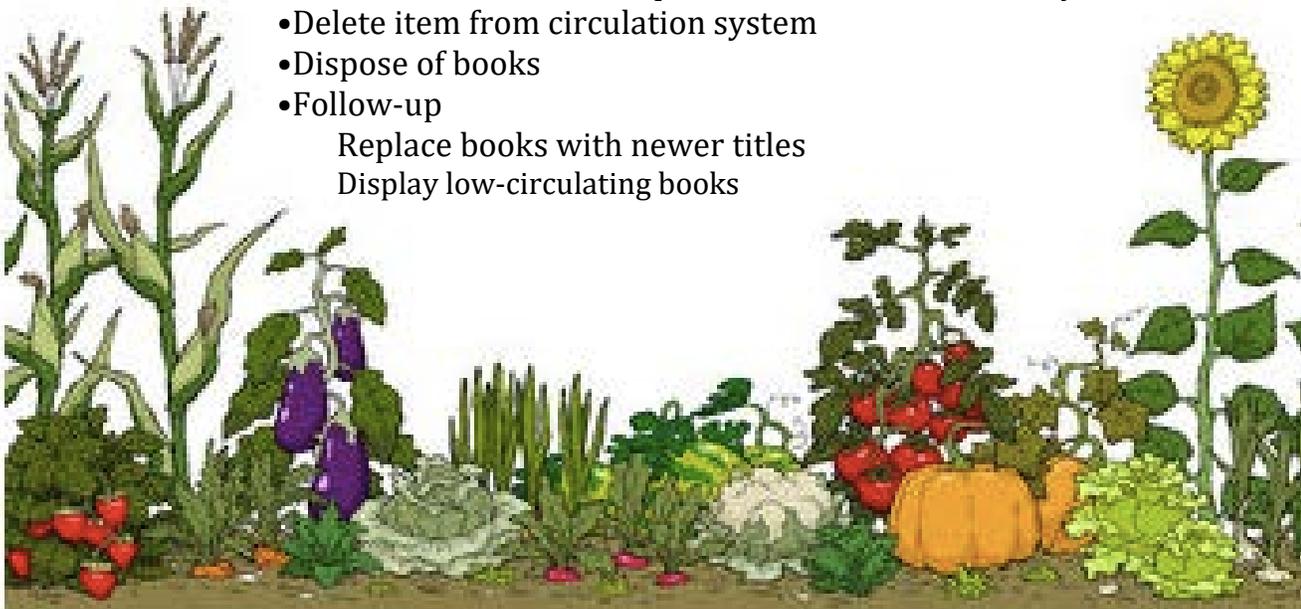
Weed a few books at a time

Because we love books, it is easier in small doses.



The Weeding Process Starts Here!!!

- Review your weeding policy
- Create a plan
 - Divide the library into small sections
 - Print out the section you plan to weed
 - Schedule a time that avoids special events
- Read the shelves
 - Check off books that are checked-out or missing on the computer print out
- Gather supplies on a book cart
 - Blank note pad and sticky notes
 - Pen and/or colored pencils
 - Shelf marker
 - Copy of CREW & MUSTIE
 - Empty book cart
 - Disposal slips
- Look at the section as a whole and then item by item
 - Evaluate the general appearance
 - Select items that are *obviously* weeding candidates
 - Examine each item
 - Check copyright, last circulation, CREW & MUSTIE
 - Set aside potential items for examination
- Check for availability elsewhere
 - Check with library and teaching staff
- Make final decision!
- Remove identifying information
 - Stamp "Withdrawn"
 - Mark out or remove spine label, bar codes, library name
- Delete item from circulation system
- Dispose of books
- Follow-up
 - Replace books with newer titles
 - Display low-circulating books



Resources



Idaho Commission for Libraries

<http://libraries.idaho.gov/page/able>

ABLE: **A**lternative **B**asic **L**ibrary **E**ducation
Collection Maintenance Module



Section 4 - Weeding the Collection
Section 5 - Weeding Methods
Section 6 - Weeding Process
Section 7 - Common Weeding Problems
Section 8 - Handling Weeded Materials

<http://libraries.idaho.gov/page/library-learning-online>

Library Learning Online

Early Childhood Services
Library Services for Children, Ages 6-12
Young Adult (YA) Services
Special Courses



WebJunction is a great resource for information regarding programming, management and library trends. Access this information at

<http://www.webjunction.org>

See Tammy Hawley-House @ ICfL for steps to take these free courses

Kerby, Ramona, "Weeding Your Collection." School Library Media Activities Monthly, 18, 6, p. 22, Academic Search Premier, EBSCOhost, viewed 12 June 2014.

LaGarde, Jennifer, "Keeping Your Library Collection Smelling F.R.E.S.H.!" Adventures of Library Girl, 13 Oct. 2013, Creative Commons Attribution-NonCommercial-ShareAlike, <http://www.librarygirl.net/>, Accessed 13 June 2018

