“Weeding Your School Library Collection

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Cora Caldwell
Gooding School District Librarian
1050 7th Ave. West
Gooding, ID 83330
208-731-8540
cora.caldwell@goodingschools.org
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.
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Out of date materials can be dangerous.
Out of date materials are often text-feature poor.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An old, irrelevant and out of date collection sends the message that libraries are all of those things too.

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
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:

<table>
<thead>
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<th>Age</th>
<th>Dewey Classification</th>
<th>Age</th>
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<tr>
<td>400</td>
<td>10 years</td>
<td>900</td>
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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 PSYCHOLOGY - 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
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: Alternative Basic Library Education
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
