

3.5 WEEDING

3.5.1 WEEDING GUIDELINES

Weeding/De-selection Guidelines

Weeding is an essential component of any collection development plan in order to maintain a collection that meets the needs of students and the curriculum. The weeding guidelines should include reasons for weeding and criteria for de-selection. The following points may be used as the foundation for weeding guidelines:

You Need to Weed...

- To maintain a current, useful, dynamic collection
- To adapt to changing needs and interests of students and teachers
- To accommodate changes in the school's curriculum
- To make the best use of floor and shelf space
- To improve the physical appearance of the collection
- To assess the collection's strengths and weaknesses
- To increase circulation

Weeding Criteria

- Length of time since the book was last checked out (on average 5 years)
- Age of the book in terms of copyright date (on average 5 years, although age is more telling in some parts of the Dewey scheme than in others, e. g., medical, legal, current events, and computer subjects need to be very current)
- Condition of the book

Some useful web sites for weeding are:

Weed It! For An Attractive and Useful Collection
www.wmrls.org/services/colldev/weed_it.html

Sunlink Weed of the Month Club
www.sunlink.ucf.edu/weed

Weeding the School Library
<http://www.cde.ca.gov/ci/cr/lb/documents/schoollibweedng.pdf>

Weeding the Neglected Collection by Doug Johnson
<http://www.doug-johnson.com/dougwri/weeding.html>

3.5.2 WEEDING PROCESS

This easy to remember tool for Weeding consideration is the acronym **MUSTIE** from Texas State Library's CREW method. Discard an item that is:

- M = Misleading; factually inaccurate
- U = Ugly; book is worn and torn, in disrepair
- S = Superseded by a newer edition (think of almanacs, etc.)
- T = Trivial; of no real discernable value
- I = Irrelevant to the needs and interests of your community
- E = Elsewhere available

A Rule of Thumb Chart for Weeding the Collection

Dewey Number	Suggested Copyright Guidelines to Discard
000	2-10 years (computer tech books may age faster)
100	10 years
200	2-10 years
300	5-10 years
400	10 years
500	5-10 years (some science titles may age faster)
600	5-10 years (technology titles may age faster)
700	5-15 years
800	Flexible
900	5-10 years (country books, atlas, maps may age faster)
Biographies	Flexible; 10 years for contemporary subjects
Encyclopedias	5 years (consider online versions)
Almanacs	3 years
Periodicals	3 years; 6 months if superseded by electronic resources
Fiction	10 years (you may want to keep award winners)
Audio & Video	Check periodically for condition and content
CD ROMs	Format compatibility changes quickly

Deselected items must be disposed of properly and removed from your shelf list, inventory and catalog, following the guidelines for disposal of obsolete textbooks. Items may be donated (if the recipient is made fully aware of the reason for discarding), sent for recycling, disposed of through incineration, or sent to a book buyback program authorized by the Department of Education. See the book buyback program guidelines at <http://schools.nyc.gov/Offices/DCP/WhatsNew/bookbuybackprogram.htm>. The labels and all evidence of New York City Department of Education ownership must be removed before disposition takes place. Buy a "Discard" stamp and stamp each item on the front and back inside cover. Make arrangements with the custodial staff before discarding items to avoid any problems.

Equipment, including computers, may be disposed of according to Department of Education guidelines, "3.9 How to Dispose of Obsolete Equipment Located in Schools, Districts and Administrative Offices." (See <http://schools.nyc.gov/NR/rdonlyres/A043AAF1-A439-4D7E-BB63-C46F7FDA7DEB/0/sopinVENTORYfinalchapter.pdf>.)

