WEEDING OVERVIEW

Library Monitoring Rubric: Section 1
Librarian Growth Rubric - Standard 2, Standard 9, Standard 16
School Library Guide - Section 4.5

RULES TO LIVE BY

✔ Do not throw everything out because copyright dates. It is the average of the collection.
✔ Work with your subject area teachers to weed their areas. Ex: English teachers can assist in weeding 800s or Social Studies teachers can assist in weeding 300s and 900s.

PRE-WEEDING STEPS (Vnuk, Rebecca. *The Weeding Handbook: A Shelf-by-shelf Guide*.)

	Identify Stakeholders Remember you serve two patrons - teachers and students. If you are weeding Fiction, then ask the biggest Fiction readers (usually students).		**Shelf Read** Walk through and double check that shelves are in order and that there are no missing or lost books.
	Pull Damaged Items First books to go are the books that visibly damaged and have been repair numerous times.		**Create Weeding Schedule** Schedule time for weeding around projects and programs. Don't weed the animal section when students are working on an Endangered Species project.

CREW (how to WEED)

C = Continuous   **R** = Review   **E** = Evaluation   **W** = Weeding

MUSTIE (what to WEED)

M = Misleading (factually inaccurate)
U = Ugly (beyond fixing)
S = Superseded (newer edition)
T = Trivial (no merit)
I = Irrelevant (not needed by the school library)
E = Elsewhere (material is easily obtainable online or from other library)

WEEDING CHECKLIST (if the book answers more than one criteria, then weed it)

	Outdated Information Copyright should be considered but do not make the decision solely based on copyright.		**Multiple Copies** School Libraries can only have 5 copies of a title. If 2 copies are visibly damaged, then remove.
	Older Copies Ex: Guinness Records 2011, 2012, 2013		**Visibly Damaged** Dirty, broken spine, missing pages
	Lack of Use (3-5 years) Fiction series and topics come and go.		**Oversaturation in Certain Topics** 16 titles on the topic of Polar Bears.
	Biased or Portray Stereotypes		**Inappropriate Reading Level**
	Does Not Support Current Curriculum Standards		**Outdated or Unattractive Format, Design, or Graphics**

DEWEY AGE RANGES (use this has a guideline)

3 years	5 years	10 years	15 years
➢ 003-007 (Computer Science)	➢ Professional Collection ➢ Reference ➢ 320-329 (Political Science) ➢ 361-369 (Social Problems) ➢ 370-379 (Education) ➢ 380-389 (Commerce) ➢ 520-529 (Astronomy) ➢ 570-579 (Life Sciences) ➢ 610-619 (Medicine) ➢ 910-919 (Geography)	➢ 000 (Generalities) ➢ 100 (Psychology) ➢ 200 (Religion) ➢ 300 (Social Science) ➢ 400 (Language) ➢ 500 (Science) ➢ 600 (Technology) ➢ 700 (Arts) ➢ 800 (Literature) ➢ 900 (History)	➢ Fiction ➢ Paperback ➢ Biographies ➢ Easy ➢ Story Collection ➢ Graphic Novels

WEEDING OTHER COLLECTIONS (track teacher/student usage)

	Magazine and Newspapers		CDs/ DVDs
	Magazine and Newspapers General interests magazines are rarely used three years after publication date. Is it worth storing them? Do you have the space?		**CDs/ DVDs** The condition of the CD or DVD will help weed the collection quickly. If the disc skips, then weed it.
	Ebooks Use the basic principles of the print collection weeding criteria when weeding the Ebooks. If they are not being checked out, then do not renew for the following year.		**Databases** Even though Databases are not taking up physical space, they still need to evaluated. If they are not being used, then do not renew for the following year.

COLLECTION DEVELOPMENT PLAN

A collection development plan serves a dual purpose. It is the librarian's guide to what to buy and what to weed. The collection development plan informs the school administrator how and why the librarian selects the books to purchase and the books to weed.

FAQ

Do we need to keep every award-winning book?

If you have a damaged copy and the item is still in demand, then it is a great candidate for replacement. Lists of award-winners can be useful for collection development. Most book vendors will have this information.

If a book hasn't circulated recently, is it weeded regardless of age?

If the book does not contain outdated information and you have the display space, then create a display for those books that haven't seen the checkout scanner. If the book still does not circulate, then it should be weeded.