

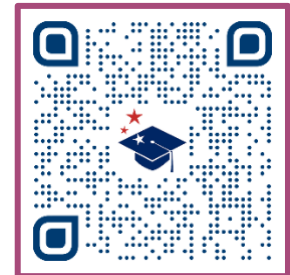
WEEDING OVERVIEW

Audit Rubric: Section 1 | PGS Rubric: Standards 2 & 3 | 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.
- ✓ A collection development plan helps create a timeline and backups the reason for weeding.
- ✓ Use reports from your automated system to help with making decisions about weeding.
- ✓ Never underestimate the power of a fresh, attractive copy.



SCAN to learn more
about Rebecca
Vnuk's *Weeding
Handbook*

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.

WEEDING SCHEDULE EXAMPLE

Call Number	Goal to Meet	SY 23	SY 24	SY 25	SY 26	SY 27	SY 28
000	5 years	WEED				WEED	
100	5 years	WEED				WEED	
200	5 years	WEED				WEED	
300	3 years		WEED				WEED
400	5 years			WEED			
500	3 years			WEED			
600	3 years		WEED				WEED
700	5 years				WEED		
800	5 years				WEED		
900	3 years		WEED				WEED
Professional	3 years			WEED			
Fiction	5 years	WEED				WEED	

PRE-WEEDING STEPS

Identify Stakeholders

Remember you serve two patrons - teachers and students. If you are weeding Fiction, then ask the biggest Fiction readers (usually students).

Pull Damaged Items

First books to go are the books that visibly damaged and have been repaired numerous times.

Shelf Read

Walk through and double check that shelves are in order and that there are no missing or lost books.

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.

THINGS TO LOOK FOR

CREW (how to WEED)

C = Continuous

R = Review

E = Evaluation

W = Weeding

MUSTIE (Option 1: 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S = Superseded (newer edition)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)

FRESH (Option 2: what to WEED)

F = Does it FOSTER a love of reading? (collection should make students want to read MORE)

R = Does it REFLECT your school's population? (all students should see themselves in the collection)

E = Does it reflect EQUAL viewpoints? (collection should represent a variety of viewpoints)

S = Does it SUPPORT the curricula? (collection should be age and developmentally appropriate)

H = Is it a HIGH-QUALITY text? (collection should be up to date and accurate)



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

Outdated Information Do not make the decision solely based on copyright	Multiple Copies 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

WEEDING SCHEDULE¹ (use this as a guideline)

Selection	Weeding Schedule	Dewey Age Range	Additional Information
000: Generalities	5 years	10 years (average) 003-007 Computers: 3 years (average) Books on computers are quickly outdated.	Weed outdated encyclopedias, atlases, almanacs, and dictionaries. Books of oddities and the unexplained should be weeded based on interest.
100: Philosophy & Psychology	5 years	10 years (average)	Special emphasis will be placed with self-help materials, which will be weeded every four years.
200: Religion	5 years	10 years (average)	Have something up to date on every religion in the school community and the major international religions.
300: Social Science	3 years	10 years (average) 320 Political Science: 5 years (average) Discard books with outdated political rhetoric. 360 Social Problems: 5 years (average)	390-394 Holidays: Holiday-specific books may only circulate once or twice a year. Discard books that reflect bias. 398 Folklore: Folktales never go out of date, so weed based on the quality of the retelling,

¹ An Introduction to Collection Development for School Librarians, 2019

		370 Education: 5 years (average) 380 Commerce: 5 years (average)	especially if bias is present. Evaluate for low circulation.
400: Language	5 years	10 years (average)	Evaluate titles based on use and condition.
500: Science	3 years	520 Astronomy: 5 years (average) Weed titles that include Pluto as a planet or that don't include information on the space station and Mars expeditions. 570 Life Sciences: 5 years (average)	Evaluate all science books older than 5 years, especially physics, astronomy, environmental issues, and astronomy. 510 Math: Math does not change rapidly, so weed primarily based on MUSTIE factors and lack of use. 560 Dinosaurs: The popularity of topics like dinosaurs may mean that even outdated books are checked out. Discard most books that lack color illustrations.
600: Technology	3 years	10 years (average) 610 Medicine: 5 years (average)	Popular subjects, such as pets and crafts, may need replacing because of worn condition.
700: Arts & Recreation	5 years	10 years (average)	Consider keeping art books. Replace old books on hobbies with current interests. In sports, watch for bias. Discard books that have outdated statistics.
800: Literature	5 years	10 years (average)	Check with classroom teachers for assignments before discarding. Weed non-circulating poetry and jokes. Regularly replace favorites.
900: History & Geography	3 years	10 years (average) 910 Geography: 5 years (average) Rotate the purchase of books on countries and states so that no title is older than 5 years.	Most general history titles on various historical time periods can be retained if they are in good shape and are circulating. Reconsider modern history of a country if it does not address current issues.

Biographies	5 years	15 years (average)	Unless the person treated is of permanent interest or importance, such as a U.S. president, discard biography as soon as demand lessens.
Picture Books	5 years	15 years (average)	Replace popular titles that are worn. Weed any book that has not circulated in the past 2 years. Weed books that reflect bias.
Fiction	5 years	15 years (average)	Consider weeding anything that hasn't circulated in the past 7 years. Weed primarily based on current interest except award books and those on school lists.
Graphic Novels	5 years	15 years (average)	Because of popularity, consider weeding any title that hasn't circulated in the past year. Weed titles that are falling apart.
Professional Collection	3 years	5 years (average)	
Reference Collection	5 years	5 years (average)	
Multimedia	As-needed basis		Includes a wide variety of formats. Check for items that haven't circulated several times in a year. Use the WORST formula: Worn out, Out of date, Rarely used, Supplied elsewhere, or Trivial.
Ebooks	5 years	15 years (average)	Consider the following: what formats are available, and which are needed in the school community? Is purchase for unlimited use or for a limited license? Are the Ebooks included in the online catalog, or must students use a vendor database?

WEEDING OTHER COLLECTIONS (track teacher/student usage)

Magazine and Newspapers

General interests' magazines are rarely used three years after publication date. Is it worth storing them? Do you have the space?

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.

CDs/ DVDs

The condition of the CD or DVD will help weed the collection quickly. If the disc skips, then weed it.

Databases

Even though Databases are not taking up physical space, they still need to be evaluated. If they are not being used, then do not renew for the following year.

DISCARDING BOOKS

Once a book has been weeded from the collection, there are a few steps that need to take place before it can be completely removed from the library:

- Check to make sure that is nothing left inside the book (e.g., bookmarks, notes)
- Remove as many outside labels as possible without damaging the book
- Mark through the school library stamp with either a permanent marker or an identity theft guard stamp
- Stamp the book with a discard stamp or use a disposal slip to indicate the book has been discarded from the library's collection

LIBRARY RESOURCE DISPOSAL SLIP

Resource Title or Call Number: _____

Reason Weeded: ☐ Replacement/New Edition ☐ Damaged ☐ Circulation ☐ Copyright

☐ Check automated system for other locations of this title: _____

☐ Title to replace this copy: _____

★ Be sure to write or stamp (WEEDED or REMOVED) on the inside title page and mark out school library stamp ★

LIBRARY RESOURCE DISPOSAL SLIP

Resource Title or Call Number: _____

Reason Weeded: ☐ Replacement/New Edition ☐ Damaged ☐ Circulation ☐ Copyright

☐ Check automated system for other locations of this title: _____

☐ Title to replace this copy: _____

★ Be sure to write or stamp (WEEDED or REMOVED) on the inside title page and mark out school library stamp ★

LIBRARY RESOURCE DISPOSAL SLIP

Resource Title or Call Number: _____

Reason Weeded: ☐ Replacement/New Edition ☐ Damaged ☐ Circulation ☐ Copyright

☐ Check automated system for other locations of this title: _____

☐ Title to replace this copy: _____

★ Be sure to write or stamp (WEEDED or REMOVED) on the inside title page and mark out school library stamp ★

LIBRARY RESOURCE DISPOSAL SLIP

Resource Title or Call Number: _____

Reason Weeded: ☐ Replacement/New Edition ☐ Damaged ☐ Circulation ☐ Copyright

☐ Check automated system for other locations of this title: _____

☐ Title to replace this copy: _____

★ Be sure to write or stamp (WEEDED or REMOVED) on the inside title page and mark out school library stamp ★

LIBRARY RESOURCE DISPOSAL SLIP

Resource Title or Call Number: _____

Reason Weeded: ☐ Replacement/New Edition ☐ Damaged ☐ Circulation ☐ Copyright

☐ Check automated system for other locations of this title: _____

☐ Title to replace this copy: _____

★ Be sure to write or stamp (WEEDED or REMOVED) on the inside title page and mark out school library stamp ★

FAQ

How often does the library collection need to be weeded?

The whole library collection does not need to be weeded every year. The librarian should focus on different sections of the collection to be weeded and/or rebuilt each year. In the school's or district's library handbook, the librarian can add a schedule to help stay on track with the weeding of the collection. If the librarian inherits an aging collection, then the librarian should try to weed the entire collection during the first year and create a collection development plan.

What can we do with weeded copies?

Whatever your school district decides, the board-approved weeding policy must state what school librarians can and/or cannot do with discarded books. Do not be afraid to recognize that books will have to go in the trash. No one has use for moldy, smelly, or damaged books.

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.

What do we need to do about gift books or donations?

There should be a board-approved policy regarding gift books or donations that will help with the addition of only high-quality donations. There is no reason that a librarian must keep items that were donated if the resources do not support the current curriculum or needs of the library.