

WEEDING OVERVIEW

Library Monitoring Rubric: Section 1
Librarian Growth Rubric - Standards 2, 9, and 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 repaired 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S = Superseded (newer edition)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)



Things to consider when weeding your school library collection:

Date	Additional Copies
Physical Condition	Author
Relevance	Reading Level
Reading Level	Format
Publisher	Visual Appeal

**Are there better resources available, if so...
JUST WEED IT!**

WEEDING CHECKLIST (if the book answers more than one criteria, 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Outdated Information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Outdated or Unattractive Format, Design, or Graphics

DEWEY AGE RANGES (use this as a guideline)

3 years

003-007 (Computer Science)

5 years

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)

10 years

000 (Generalities)
100 (Psychology)
200 (Religion)
300 (Social Science)
400 (Language)
500 (Science)
600 (Technology)
700 (Arts)
800 (Literature)
900 (History)

15 years

Fiction
Paperback
Biographies
Easy
Story Collection
Graphic Novels

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.

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

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.

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 a 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 ★



Mississippi Department of Education

SCHOOL LIBRARY PROGRAM