

WEEDING OVERVIEW

Library Monitoring Rubric: Section 1
Librarian Growth Rubric – Standards 2 and 3
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S = Superseded (newer edition)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Outdated Information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

Older Copies

Ex: Guinness Records 2011, 2012, 2013

Lack of Use (3-5 years)

Fiction series and topics come and go

Biased or Portray Stereotypes

Does Not Support Current Curriculum Standards

Multiple Copies

If 2 copies are visibly damaged, then remove

Visibly Damaged

Dirty, broken spine, missing pages

Oversaturation in Certain Topics

16 titles on the topic of Polar Bears

Inappropriate Reading Level

Outdated or Unattractive Format, Design, or Graphics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

ADDITIONAL WEEDING GUIDELINES¹

Selection	Guidelines
Picture Books	Replace popular titles that are worn. Weed any book that has not circulated in the past 2 years. Weed books that reflect bias.
Fiction	Consider weeding anything that hasn't circulated in the past 2 years. Weed primarily based on current interest except award books and those on school lists.
YA Fiction	Any item that has not circulated within 2 years should be considered for weeding.
Graphic Novels	Because of popularity, consider weeding any title that hasn't circulated in the past year. Weed titles that are falling apart.
004 Computers	Books on computers are quickly outdated. Consider paperbacks or databases.
Other OOOs	Weed outdated encyclopedias, atlases, almanacs, and dictionaries. Books of oddities and the unexplained should be weeded based on interest.
133 Paranormal	Keep until worn and replace titles.
150 Psychology	Weed based on popularity and use.
200 Religion	Have something up-to-date on every religion in the school community and the major international religions.
320 Political Science	Discard books with outdated political rhetoric.
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, especially if bias is present. Evaluate for low circulation.
500 Science	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.
520 Space	Weed titles that include Pluto as a planet or that don't include information on the space station and Mars expeditions. Stargazing

¹ An Introduction to Collection Development for School Librarians, 2019

books may be retained longer but should be attractive and mention relevant technology.

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	Evaluate medicine, health, and space exploration items older than 5 years. Popular subjects, such as pets and crafts, may need replacing because of worn condition.
700 Arts & Recreation	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	Check with classroom teachers for assignments before discarding. Weed non-circulating poetry and jokes. Regularly replace favorites.
910 Geography	Rotate the purchase of books on countries and states so that no title is older than 5 years.
Biographies	Unless the person treated is of permanent interest or importance, such as a U.S. president, discard biography as soon as demand lessens.
Multimedia	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	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.

WEEDING SCHEDULE

Class	Interval	Class	Interval
000	5 years	700	5 years
100	5 years	800	5 years
200	5 years	900	3-4 years
300	3-4 years	BIO/92	3 years
400	5 years	Easy	5 years
500	2 years	Fiction	5 years
600	2 years		

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.

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 ★

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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.



MS Department of Education
SCHOOL LIBRARY PROGRAM