

The Weekly Update

from SD State Library School Library Services

May 23, 2022

"It does not matter how many books you
may have, but whether they are good or not."

- *Epistolae Morale Lucius Annaeus SENECA 3 B.C.-65 A.D*

Your Guide to WEEDING!

Collection maintenance and weeding are important components of a school library's collection management system. The collection should be reviewed on a consistent basis for accuracy, currency, usage, range, and subject area gaps. Collection maintenance involves care of materials, accurate and efficient shelving, cleaning, checking digital materials for broken links and sufficient coverage and usage, and evaluating all resources for accuracy, currency, and relevancy.

Weeding (or the deselection of material) is an important part of the collection maintenance process. In addition to evaluating materials for accuracy, currency, and relevancy, the following should also be considered: space limitations, edition, format, physical condition, and the number of copies available.

Read on to learn more!



Put it in your Policy!

School libraries should have policies to guide material selection, collection maintenance, and weeding. This ensures an efficient and procedural way to manage the collection and also ensures that students and staff have the most accurate, current, and relevant resources available to them. The policies should include guidance on the repair, replacement, and removal of materials, including who is responsible for maintenance, inventory, and weeding and the correct procedure for removal.

Example from the American Library Association:

Annually, the school librarian will conduct an inventory of the school library collection and equipment. The inventory can be used to determine losses and remove damaged or worn materials which can then be considered for replacement. The inventory can also be used to deselect and remove materials that are no longer relevant to the curriculum or of interest to students. Additionally, school librarians should develop a collection maintenance plan that includes systematic inspection of materials that would result in weeding outdated, damaged, or irrelevant materials from the collection.



Helpful Weeding Tips

INFORMAL WEEDING

An ongoing process that often occurs as materials are checked-in or checked-out.

FORMAL WEEDING

A planned process that is not superseded by informal weeding. A rotation schedule can be established allowing for systematic weeding over time.

CONSIDER KEEPING

- Classics, award winners
- Local History
- Annuals & School Publications
- Titles on current reading lists
- Out of print titles that are still useful
- Biographical Sources

PRE-WEEDING STEPS

1. Identify Stakeholders: Remember you serve two patrons - teachers and students.
2. Shelf Read: Walk through and double check that shelves are in order and that there are no missing or lost books.
3. Pull Damaged Items: 1st books to go are books that are visibly damaged or have been repaired numerous times.
4. 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.

PROCEDURE FOR FORMAL WEEDING

1. Design a plan that includes a schedule and a goal for the weeding process.
2. Schedule weeding during an uninterrupted time.
3. Have post-its, carts and boxes available.
4. Look at each book and apply your criteria.
5. If pulling the book, note the reason and place on a cart for mending or in a box for disposal.
6. Remove records from circulation system.

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 libraries)

WEEDING CHECKLIST(if the book fits more than one criteria, consider weeding it)

Outdated Information

Multiple Copies

Visibly Damaged
Lack of Circulation
Oversaturation of the Topic
Biased or Portray Stereotypes
Inappropriate Reading Level
Does Not Support Current Curriculum
Outdated or Unattractive Format/Design/Graphics

WEEDING OTHER COLLECTIONS (track teacher/student usage)

Magazine and Newspapers: General interest 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 (purchased by the school/library): 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.

RESOURCES

<https://www.ala.org/tools/challengesupport/selectionpolicytoolkit/weeding>

<https://www.cde.ca.gov/ci/cr/lb/documents/weedingbrochure.pdf>

[https://www.mdek12.org/sites/default/files/Offices/MDE/OA/OEER/Library%20Services/Section%204/Weeding%20Overview%20\(1\).pdf](https://www.mdek12.org/sites/default/files/Offices/MDE/OA/OEER/Library%20Services/Section%204/Weeding%20Overview%20(1).pdf)

<https://wke.lt/w/s/Dv1bfx>

<https://docs.google.com/document/d/1Fv7Y1TpzEcNBaW0kmuYHQMlIKGAE4sUD1vvnU-ggLEk/edit?usp=sharing>



1 Weeding Flow Chart

THINGS TO CONSIDER WHEN WEEDING YOUR SCHOOL LIBRARY COLLECTION

*A visual guide developed by MLNZ Services to Schools
based on the Texas State Library and Archives CREW manual*



Author—is the author still read or likely to be read in the future? Is the book a lesser work?



Physical condition—are there any factors that make the item unattractive?



Relevance of the subject to the community—how often is the item used? How long has the item sat on the shelf without circulating?



Reading level—is the level too high or too easy for young patrons who would be interested in the item?



Visual appeal—are the illustrations in colour? Are photographs clear? Is the layout of the book open (white space) and inviting?

Date - when was the item published? When was it added to the collection?



Publisher—was the book self-published or published by an 'instant' or unreliable press?



Additional copies—are more copies available that may be in better condition?



Format—paperbacks are preferred by many young adults; board books get a lot of wear in tiny hands.



Current interest in the subject matter—are young people interested in the subject? Is the treatment of the subject engaging?



ARE THERE OTHER (BETTER) RESOURCES AVAILABLE? IF SO...
JUST WEED IT!

2 Helpful Visuals

HOW TO WEED

WHAT TO WEED

The CREW Method

- Continuous
- Review
- Evaluation
- Weeding



if it's...

- MISLEADING** Contains incorrect information that could mislead students
- UGLY** Outdated graphics, font, cover; damaged; stained; in disrepair
- SUPERSEDED** A more current edition or source is available
- TRIVIAL** Of no discernable purpose; unable to justify keeping item; poorly written
- IRRELEVANT** Item not needed or used by patrons
- ELSEWHERE** Resource easily available or accessible in another format, or from another source



...weed it

#thebiblioz

Texas State Library and Archives Commission

thinkspace.csu.edu.au/

3 Dewey Age Range Charts for Weeding

WEEDING GUIDELINES BY DEWEY CLASSIFICATION

CLASS	SUBJECT	AGE (YRS)	LAST CONC. (YRS)	COMMENTS
000	General	5	NA	
004-006	Computer Science	1-10	2	Discard materials over 10 years old unless historical treatment.
010	Books about reading	5	NA	Guides, etc. Value determined by use.
020	Library science	5	2	
030	Encyclopedias	5-10	NA	New edition every 5-10 years
100	Philosophy/ Psychology	10	2-5	Self-help psychology and guidance materials should be reviewed for dated pictures and concepts.
170	Ethics, values, character education	10	2-5	Value determined by use. Most unscholarly works are useless after 10 years.
200	Religion	5-10	3-5	Value determined by use. Collection should contain basic information (but not propaganda) about as many sects and religions as possible.
290	Mythology	10-15	3-5	
300	Social science	10-15	5	Controversial subjects should be well represented from all sides. Current materials should be discarded after 5 years.
310	Almanacs and yearbooks	1-5	NA	New latest. Section of use after 5 years.
320	Politics	5	3	Books dealing with historical aspects determined by use. Timely or topical material - discard after 10 years. Replace with new editions when available.
330	Economics	10	5	Timely or topical material - discard after 10 years.
340-350	Law/Government	5	3	Watch for new material to supersede older. Remove outdated statute information.

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 > Paper > Biographical > Easy > Story C > Graph

DEWEY AGE RANGES

These are suggested copyright markers to consider. Utilize other criteria as well as

2-10 Years	5-10 Years	10 Years	10-15*
000 200	300 500 600 Encyclopedia Periodicals Professional	100 400	700 900 Fiction Graph Story C





COLLECT + CONNECT

BECOME A MEMBER



The SD State Library's Collect + Connect Facebook Group is for SD School Librarians! Join to share your ideas and photos, ask your questions, reach out for advice, and discuss all of the awesomeness that happens in your library!



..from SDSL School Library Services

The Weekly Update is a correspondence from the South Dakota State Library focusing on current topics in school libraries, best practices, resources, professional development, and more.

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