

## **DE-SELECTION OF MATERIALS (WEEDING)**

De-selection of materials is as important for collection development as selection. A smaller collection of attractive, relevant, up-to-date materials is more valuable to students and staff than a larger collection containing many useless items. (The number of items counted as a library's holdings should represent useful resources). De-selection is a challenging professional responsibility. Community members also often misunderstand it. This manual includes some guidelines intended to support the efforts of those involved in de-selection in both accomplishing the task and in justifying this professional activity.

**De-selection should not be attempted during your first year at a site. At schools where there is no certified library staff, the library assistant should request assistance from Library Services.**

## **DISCARDING OUTDATED OR DAMAGED MATERIALS**

### **Procedure to discard outdated, damaged or worn-out library-media print/non-print materials**

1. Apply approved "weeding" methods to the selection of materials to be discarded. Material still relevant to the study of the Southwest or other instructional materials of possible historical value should be carefully reviewed. Materials of true historical value should be examined in conjunction with the District Library Coordinator.
2. Withdraw the items selected for discard from Destiny by deleting the copies, selecting the option **Track as weeded**. See "**Deleting a copy**" in the Destiny's online **Help**.
3. Generate a Weeding Log in **Reports** at the end of the year and file in your records for a year.
4. To prepare discarded materials for disposal, strike through library barcodes with a black permanent marker.
5. Notify school staff and students of the availability of discarded items.
6. After staff and students have taken what they want, dispose of all remaining items. If there's a large quantity, you may want to request that they be included with discarded textbooks for the twice a year pick-up and disposal. Small quantities may be discreetly placed in the school trash or recycling dumpster.

## GUIDELINES FOR WEEDING

### WHAT YOU NEED TO KNOW BEFORE DESELECTION

- interests, attitudes, abilities, reading levels and learning styles of students
- current curriculum and possible future direction
- programs operating in the schools
- needs of the staff
- needs of the community
- strengths and weaknesses of current collection (balance)

### WHAT TO WEED

- worn or damaged materials
- duplicates (when none is circulating, reduce to one copy)
- materials in which information is not easily accessible (e.g. no index or contents)
- materials which are outdated, inaccurate
- materials in which the reading level, interest level or format is inappropriate
- materials which is no longer in demand or no longer supports the curriculum
- material that is biased, stereotyped, patronizing or condescending

### WHAT NOT TO WEED

- “Classics” and award winners (**do discard and replace** damaged, moldy, or unattractive copies)
- items from standard or core collection bibliographies items which are out of print and *still have utility in the collection*
- materials of local or regional interest (e.g. Albuquerque/New Mexico History)
- materials that are unique in content, format, technique

## ALA CREW (Continuous Review Evaluation Weeding) GUIDELINES

1. Age of the material in the book (copyright)
2. Number of times of use, date of last use
3. Presence of “MUSTY” factors:

**M – Misleading**

**U – Ugly**

**S – Superseded (by a new edition or a much better book)**

**T – Trivial**

**Y – Your collection has no use for this book, irrelevant to needs and interests of your community**

## WEEDING

### SPECIFIC GUIDELINES BY DEWEY CATEGORY

(Compiled using the CREW Manual by Joseph Segal and “Weeding the School Library Collection” in School Library Media Quarterly, v.12 419-424, and updated February, 2012)

| Dewey # | Subject                               | Guidelines                                                                                                                   |
|---------|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| 000     | Generalities                          | Value determined by use. Works about computers are quickly out-of-date.                                                      |
|         | Bibliographies                        | Not too valuable if over 10 years old.                                                                                       |
|         | Library & Information Science         | Should deal with current standards and practices                                                                             |
| 100     | <b>Ethics, Psychology, Philosophy</b> | Value determined by use and interest in subject                                                                              |
| 200     | <b>Religion</b>                       | Value determined by use. Try to have a collection containing basic information about different religions.                    |
| 300     | <b>Social Sciences</b>                | Discard outdated social issues which are not of historical value. Controversial topics should be represented from all sides. |
| 310     | Almanacs                              | Seldom useful after two years except for teaching purposes.<br><b>Generally replaceable by online/digital resources</b>      |
| 320     | Political Science                     | Material usually dated after 10 years.                                                                                       |
| 360     | Economics, Law, Government            | usually dated after 10 years. Discard career materials after 10 years. Try to keep current on career preparation.            |
| 370     | Education                             | Keep historical materials if they will be used.                                                                              |

|            |                                |                                                                                                                                                                                                                                                |
|------------|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 380        | Commerce                       | Weed after 10 years except for historical material.                                                                                                                                                                                            |
| 390        | Customs & Folklore             | Weed according to use. Strong, multicultural collections of folktales are important at Elementary level.                                                                                                                                       |
| <b>400</b> | <b>Language</b>                | Discard old grammar materials; discard other materials according to use.                                                                                                                                                                       |
| <b>500</b> | <b>Pure Science</b>            | Examine materials over 5 years old except natural history. Discard materials with obsolete information and theories.                                                                                                                           |
| <b>600</b> | <b>Technology</b>              | Most material dated after 5-10 years. Give special attention to those dealing with drugs, space technology, sex education, radio, television, and medicine. Check for historical information. Look carefully at old sewing and grooming books. |
| <b>700</b> | <b>Arts and Sports</b>         | Keep basic works in music and art.                                                                                                                                                                                                             |
| <b>800</b> | <b>Literature</b>              | Keep basic works.                                                                                                                                                                                                                              |
| <b>900</b> | <b>History &amp; Geography</b> | Weeding depends on use, demand accuracy of fact, and fairness of interpretation.                                                                                                                                                               |
| 921        | Biography                      | Unless the person has a permanent place in history should be discarded as soon as use diminishes. Older biographies of mediocre value should be replaced as better materials are published.                                                    |
| <b>R</b>   | <b>Reference</b>               | Use same criteria as for general nonfiction collection. Encyclopedias are usually dated after 5 years. Pay close attention to atlases.<br><br><b>In many cases, these materials can and should be replaced by online/digital resources!</b>    |
| <b>F</b>   | <b>Fiction</b>                 | Weed dated titles that have not circulated. Keep “classics” and replace as needed.                                                                                                                                                             |
| <b>E</b>   | <b>Easy</b>                    | Weed dated titles that have not circulated. Keep “classics” and replace as needed.                                                                                                                                                             |