**MUSTY**

**M** Misleading Can occur more rapidly in technology than mythology. Look for:
- “Dated” popular fiction
- Obsolete information
- Books containing racial, cultural or sexual stereotyping

**U** Ugly Refers to the physical condition of the book.
- Antiquated appearance
- Worn-out, frayed, dirty
- Unable to mend

**S** Superseded There may be newer copies available.
- Duplicate copies
- Almanacs, yearbooks, encyclopedias superseded by newer editions

**T** Trivial Look for appropriateness for the collection. Check for poor writing, inaccurate information, an inappropriate interest or reading level for students.

**Y** Your collection has no use for the book. It is irrelevant to your curriculum.

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**FOR FURTHER INFORMATION**

*Coined by the American Library Association in cooperation with the Texas State Library, 1976*

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**WEEDING THE SCHOOL LIBRARY**

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**The Counterpart to Selection**

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**Why Weed?**

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

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*Epistolarum Morale*
Lucius Annaeus SENECA
3 B.C.-65 A.D
WEEDING THE COLLECTION

DEFINITION
Weeding is the removing of materials from a library collection in a systematic and deliberate way. It is an ongoing part of collection development, a planned and thoughtful action that will ensure library materials are current and enticing.

DEVELOP A WEEDING POLICY AND CRITERIA
A part of the district selection policy should include a plan for weeding the school library collection. This weeding policy should include a justification, rationale, a plan for teacher evaluation of materials being considered for discard and a process for disposal.

The following criteria should be considered in developing such a policy:

- **Copyright**: a clue to look more carefully at the content.
- **Content**: look for relevance to the needs and curriculum of the school.
- **Physical condition**: look for ease of repair. Is there sufficient time and staff to complete major repairs?
- **Number of circulations**: including last circulation. If not circulated for 5-10 years determine why.
- **Superseded**: is there newer information available?

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.

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

<table>
<thead>
<tr>
<th>Dewey Classifications</th>
<th>000 2-10 years</th>
<th>100 10 years</th>
<th>200 2-10 years</th>
<th>300 5-10 years</th>
<th>400 10 years</th>
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<tr>
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<td>500 5-10 years</td>
<td>600 5-10 years</td>
<td>700 5-15 years</td>
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<td>900 15 years</td>
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</table>

| Biographies           | flexible      |
|                       |               |
| Fiction               | 10 years      |
| Encyclopedia          | 5-7 years     |
| Reference:            | evaluate on individual basis |
| Periodicals           | 5 years       |
| Almanacs/Yearbooks    | 3 years in reference, 3 additional years in circulation |

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

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