Weeding Your Library

Weeding - it’s not just for gardens
Are you ready for this?
Goals Today

• Establish why we weed
• Establish guidelines for weeding
• Steps in weeding
• Answer questions/supply resources for support
What is ‘Weeding’?

Weeding refers to permanently removing materials from the library collection.

It is also called ‘deselection.’
Why do we ‘weed’ a library collection?
Top Reasons for Removal

1. Material is damaged
2. Material is outdated or inaccurate
3. Reading/interest levels are inappropriate (ex. an adult book in an elementary school)
Other reasons to weed

- Material that is biased/stereotyped
- Materials are no longer in demand
- Materials no longer support the curriculum
- Duplicates
The Life Cycle of Library Materials
Collection Management

Weeding is an integral part of collection management. Libraries need to be:

• Current
• Useful
• Orderly
• Welcoming

Weeding helps achieve this
What to know before you weed - APS guidelines

- interests, attitudes, abilities, reading levels and learning styles of students
- current curriculum and possible future direction
- programs operating in the schools
What to know before you weed - APS guidelines

- needs of the staff
- needs of the community
- strengths and weaknesses of current collection (balance)
What not to weed - from APS guidelines

• “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
What not to weed - from APS guidelines

• Materials of local or regional interest (e.g. Albuquerque/New Mexico History)
• Materials that are unique in content, format, technique
Assess your collection

• Run a collection analysis to see percentages in each section - if you are short in an area, you might not discard until replacements are in.

• Run a collection analysis to see the age of your collection. There are specific guidelines by Dewey Category.
## Destiny - Collection Statistics Summary Report

<table>
<thead>
<tr>
<th>Range</th>
<th>Copies w/ Duplicates</th>
<th>Average Age</th>
<th>This Year</th>
<th>Total</th>
<th>Collection</th>
</tr>
</thead>
<tbody>
<tr>
<td>000 - 099</td>
<td>97 [100.00%]</td>
<td>2003 [13 yrs]</td>
<td>24 [0.47%]</td>
<td>501 [0.72%]</td>
<td>97 [0.73%]</td>
</tr>
<tr>
<td>100 - 199</td>
<td>91 [100.00%]</td>
<td>2003 [13 yrs]</td>
<td>22 [0.43%]</td>
<td>456 [0.65%]</td>
<td>91 [0.68%]</td>
</tr>
<tr>
<td>200 - 299</td>
<td>136 [100.00%]</td>
<td>2002 [14 yrs]</td>
<td>19 [0.37%]</td>
<td>841 [1.20%]</td>
<td>136 [1.02%]</td>
</tr>
<tr>
<td>400 - 499</td>
<td>90 [100.00%]</td>
<td>2003 [13 yrs]</td>
<td>10 [0.19%]</td>
<td>95 [0.14%]</td>
<td>90 [0.67%]</td>
</tr>
<tr>
<td>800 - 899</td>
<td>469 [99.75%]</td>
<td>1999 [17 yrs]</td>
<td>88 [1.72%]</td>
<td>1,702 [2.43%]</td>
<td>470 [3.52%]</td>
</tr>
<tr>
<td>EBOOK</td>
<td>0 [0.00%]</td>
<td>-</td>
<td>0 [0.00%]</td>
<td>0 [0.00%]</td>
<td>1 [0.01%]</td>
</tr>
<tr>
<td>AR</td>
<td>0 [0.00%]</td>
<td>-</td>
<td>0 [0.00%]</td>
<td>0 [0.00%]</td>
<td>0 [0.00%]</td>
</tr>
<tr>
<td>CAS</td>
<td>0 [0.00%]</td>
<td>-</td>
<td>0 [0.00%]</td>
<td>0 [0.00%]</td>
<td>0 [0.00%]</td>
</tr>
<tr>
<td>CD</td>
<td>32 [91.43%]</td>
<td>1999 [17 yrs]</td>
<td>13 [0.25%]</td>
<td>152 [0.22%]</td>
<td>35 [0.26%]</td>
</tr>
<tr>
<td>CDR</td>
<td>27 [100.00%]</td>
<td>2000 [16 yrs]</td>
<td>0 [0.00%]</td>
<td>38 [0.05%]</td>
<td>27 [0.20%]</td>
</tr>
<tr>
<td>CHI</td>
<td>0 [0.00%]</td>
<td>-</td>
<td>0 [0.00%]</td>
<td>0 [0.00%]</td>
<td>0 [0.00%]</td>
</tr>
<tr>
<td>DAB</td>
<td>38 [97.44%]</td>
<td>2008 [8 yrs]</td>
<td>1 [0.02%]</td>
<td>413 [0.59%]</td>
<td>39 [0.29%]</td>
</tr>
</tbody>
</table>
1. Report tab
2. Library Reports
3. Statistics: Collection Statistics Summary - there are 3 tabs to choose from: circulation, age and value
4. If blue, can be drilled down, to the book title in some cases
Guidelines for each Dewey Category

• **000 Generalities** - Value determined by use. Works about computers are quickly out-of-date - weed every 3 years.

• **000 Bibliographies** - Not too valuable if over 10 years old.

• **000 Library & Information Science** - Should deal with current standards and practices

• **100 Ethics, Psychology, Philosophy** - Value determined by use and interest in subject

• **200 Religion** - Value determined by use. Try to have a collection containing basic information about different religions.
Guidelines for each Dewey Category

- **300 Social Sciences** - 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. Generally replaceable by online/digital resources.

- **320 Political Science** - Material usually dated after 10 years.


- **370 Education** - Keep historical materials if they will be used.
Guidelines for each Dewey Category

• **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.

• **400 Language** - Discard old grammar materials; discard other materials according to use.

• **500 Pure Science** - Examine materials over 5 years old except natural history. Discard materials with obsolete information and theories.
Guidelines for each Dewey Category

• **600 Technology** - 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.

• **700 Arts and Sports** - Keep basic works in music and art.

• **800 Literature** - Keep basic works.

• **900 History & Geography** - Weeding depends on use, demand accuracy of fact, and fairness of interpretation.
Guidelines for each Dewey Category

• **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.

• **R Reference** - Use same criteria as for general nonfiction collection. Encyclopedias are usually dated after 5 years. Pay close attention to atlases. In many cases, these materials can and should be replaced by online/digital resources!
Guidelines for fiction/easy fiction

• **F Fiction** - Weed dated titles that have not circulated. Keep “classics” and replace as needed.

• **E Easy** - Weed dated titles that have not circulated. Keep “classics” and replace as needed.
Think ‘MUSTY’

• 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
Ready to weed? The Steps (in Destiny)

1. Delete the book from your library collection: catalog - select - delete
‘Track as weeded’ generates a Weeding Log

Copy 34079100081649 will be deleted and "George vs. George: the American Revolution as seen from both sides" will be removed from the library's collection.

Are you sure you want to delete this copy?

☐ Track as weeded

You may want to print this page for your records before proceeding.

[Yes] [No]
Discard the book

2. Discarding

• Strike through the barcode/school name
• Stamp with ‘discard’ stamp
• Offer to students/staff/schools
• If there are many, arrange with your district for a pick-up
• Recycle them
What about the “standards?”

• In the Standards for New Mexico School Libraries by the NM Task Force for School Libraries 2004, these are the “general recommendations:

General recommendations: Library materials should be cataloged, inventoried, and accessible to all users. They should reflect the unique needs, cultural and linguistic, of the specific school population. They should evidence a balance among intellectual categories (informational and fiction) and among print and non-print (audio, video, software, and electronic) formats. Materials in the library should be routinely updated.
Essential yearly maintenance requires the following:

- Selection of the best in newly published materials to meet a range of interests and needs of students and staff and ongoing replacement of old, lost and worn-out materials.

- Time-sensitive materials especially in the social sciences, sciences, technology, computer sciences, geography, travel, biography and modern history and general reference should be as current as possible, preferably with publication dates no older than 8 years old, but certainly no older than 10 years, as compared to the current year.

Support/Resources

Librarians!

• Find a buddy librarian

• Create an email group
Collection Development Policies and Procedures in School Libraries

"It does not matter how many books you may have, but whether they are good or not." - Lucius Annaeus Seneca (3 B.C.-65 A.D.), Epistulae Moralis

Collection Development Menu: General Collection Development | Collection Development Policies | Evaluation and Weeding | Book Repair | Selection Tools

Collection Development in General - Web Sites
- AcqWEB - An extensive site for collection development with information on verification tools, vendors, bibliographic utilities, and much more
- Information Access and Delivery - A guide for policy writing and collection maintenance by the Purdue University School of Library and Information Science.

School Library Collection Policies

Collection Development Policies
- Collection Development Policy - This is a brief definition of a collection development policy. It is from the LIS 6010 blog from Wayne State University.
- Collection Policy Guidelines for School Library Media Programs - State of Montana
- Standards for School Library Resource Collections - State of South Carolina
- AASL Position Statement on Labeling Books by Reading Level
- Collection Management Guidelines - Thematic Resources - A guide from the University of Arizona's Libraries.
Inventory & Weeding

• Follow a rotating inventory

• Weed as you go
Relax and Trust Yourselves

• You are the expert - or know someone who is!
• You know your patrons
• You know your library
• Take charge for the good of all!
Questions?
Thank You!

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