

Schedule and Guidelines for Weeding School District Library Collections

Weeding Schedule- The year designated in the following chart is the year to examine the titles according to the criteria on the Guidelines for Weeding by Dewey Class that follows.

Call Number ending in:	Goal to meet:	year 2014	year 2015	year 2016	year 2017	year 2018	year 2019	year 2020	year 2021	year 2022	year 2023
Class 000	5yrs					Weed					Weed
Class 100	5yrs					Weed					Weed
Class 200	5yrs					Weed					Weed
Class 300	3yrs	Weed			Weed			Weed			
Class 400	4yrs	Weed				Weed				Weed	
Class 500	5yrs	Weed				Weed					Weed
Class 600	2yrs		Weed		Weed		Weed		Weed		Weed
Class 700	5yrs		Weed					Weed			
Class 800	5yrs			Weed					Weed		
Class 900	3yrs			Weed			Weed			Weed	
Class 920	3yrs			Weed			Weed			Weed	
F	5yrs	Weed					Weed				
Media- Music Compact Discs/DVDs	5yrs		weed					Weed			

Guidelines for Weeding by Dewey Class

Dewey Class	Weeding cycle/# of years without check outs/MUSTIE	Notes
004 Technology and Computers	5/2/MUSTIE	Computer works older than three years are seldom useful
150 Psychology	5/3/MUSTIE	Self-help psychology and guidance materials can be reviewed for dated concepts. Clinical, comparative and developmental psychology is good for about 5 years. Self-help fad books may be weeded after 3 years of use.
200 Religion	5/4/MUSTIE	Retain according to checkouts and curriculum use. Need to have comprehensive information on major religions including: Buddhism, Christianity, Hinduism, Islam, Judaism and Taoism. (HS) Do not order titles available in CLAN, unless frequently used curriculum tie-in
310 General Statistics	3/3/MUSTIE	Almanacs should be kept at most for three years; most current in reference and others (no more than two previous years) in circulation.
320 Political Science	3/5/MUSTIE	Information should for the most part be current; historical materials are judged more on the basis of use and curriculum tie in.
330 Economics	5/3/MUSTIE	Update items available in revised editions. Well-known local or popular authors (Warren Buffett) may be retained, but you do not need every book by this author. Weed all grubby copies.
340-610340 Law	3/3/MUSTIE	Weed materials over 3 years old, as the law changes frequently.

360 Social Services	3/3/MUSTIE	Keep only current (within 3 years) of standard text books (ACT, SAT, GED). Keep only current (within 3 years) career materials
390 Customs, Etiquette, Folklore.	3/5/MUSTIE	Keep standard works in folklore and weed according to use and must be in good condition. Etiquette: keep only basic up-to-date titles
400 Language, Dictionaries	4/MUSTIE	Weeding depends on use and condition.
500 Natural Sciences	5/3/MUSTIE	Carefully evaluate anything older than 5 years. Classics such as Darwin's "Origin of Species" should be kept but must be in good condition. Order a new copy if yours is grubby.
550 Earth Sciences	5/MUSTIE	Washington/northwest materials may be kept unless superseded by new editions. Weed grubby items. Check with Maritime collection before ordering titles already in collection.
610 Medicine	2/MUSTIE, except for inaccuracy	Anatomy and Physiology change very little, but keep only very recent editions (one reference, one older year circulating) of prescription and over-the-counter drug directories, etc. Materials on cancer, AIDS, genetics should be kept for three years. Check for curricular use.
641.5 Cookbooks	2/Shelf space and MUSTIE	Determine by use and shelf space. Replace classics such as Betty Crocker with updated editions. Check for curricular needs.
649 Child Rearing	2/2/MUSTIE	Have new theories and trends available and replace worn

		classics with newer editions. Nothing should be over 5 years.
650.14 Resume and Job Hunting	2/3/MUSTIE	Keep only current 3 years.
Rest of 600	2/See notes/MUSTIE	Discard dated materials especially in business, medicine, sex education, space technology. Gardening books may be kept for up to ten years or so but weed for condition. Keep automotive repair manuals if they are used. Refer patrons to the online Auto Repair Center.
700 The Arts	5/see notes/MUSTIE	Keep materials on the history of art, music and interior design. Replace if old or dated. Weed crafts by use.
741.5	5/3/MUSTIE	Weed by circulation. Check high use titles for condition.
770 Photography	5/MUSTIE	Weed materials on outdated equipment.
800 Literature	5/See notes/MUSTIE	Generally weed for condition not age. Copies of classic poetry, plays, short stories, etc. should be kept in good condition. Weed copies in grubby condition and reorder new copies when needed. Play anthologies, (i.e., Best Plays of 1999) and anthologies of popular genres (i.e. Anthology of romance stories) should be weeded after 4 years of no circulation.
FICTION Local Authors and Classics	5/See notes/MUSTIE	Keep local authors and classics. Update grubby copies.

		<p>Classics-Please think of the system as a whole, so if you don't have a classic author but there are plenty in the system, you do not need to have titles at your library location.</p> <p>Try to retain copies of award books and those on reading lists. (E.g. keep several copies of Tale of two cities or 1984, if they are on the high school reading lists.)</p>
Fiction and Biography	5/See notes/MUSTIE	<p>Weed duplicate fiction. You may keep 2 copies of the current year and the year's hot titles. Weed all other duplicate best sellers, unless the title is still filling holds. If a fiction book has not gone out a minimum of 7 circulations in three years, consider weeding. If a book has gone out over 25 circulations, check the physical condition for replacement.</p> <p>Weed old thrillers, older historical fiction based on circulation frequency. Weed books with dated covers.</p>
900 Geography and History	3/4/MUSTIE	<p>The history collection should contain a range of materials on all historical periods.</p> <p>Check to see if needed for curriculum, before weeding. Retain local history. Examine circulation statistics for history works you are not sure of. Please weed if not checked out in the last 4 years.</p> <p>Consider demand, accuracy of facts, and fairness of interpretation when reviewing histories. Carefully review histories of countries where major political and geographical</p>

		changes have occurred. Atlases should not be older than 5 years.
Biography	5/3/MUSTIE	Keep until demand wanes, unless outstanding in content or style and still used. Weed biographies of people no ones knows, unless for curriculum. Keep if subject has permanent interest or importance. Replace older biographies of mediocre literary value when better ones appear. Keep works about local/regional individuals.
MediaMusic Compact Discs/DVDs	5/See notes/ WORST (Worn out, Out of date, Rarely used, Supplied elsewhere (available through ILL), or Trivial and faddish.	Weed according to circulation statistics, or condition. Music CD's, which have not circulated in 4 years, are considered for withdrawal. Spoken Compact Discs Weed according to circulation statistics, or condition. DVDs Weed according to circulation statistics, or condition. Nonfiction DVDs and older feature films that have not circulated in 5 years can be weeded. Keep classics, but weed for condition and order new copies when needed based upon circulation. DVDs checked out less than 10 times in the last 2 years can be weeded. Check with teachers for curricular needs.

MUSTIE

- M= Misleading--factually inaccurate
- U= Ugly--worn beyond mending or rebinding
- S= Superseded--by a new edition of by a much better book on the subject
- T= Trivial--of no discernible literary or scientific merit
- I= Irrelevant to the needs and interests of the library's community
- E= Elsewhere--the material is easily obtainable from another library

Misleading refers to information that is factually inaccurate due to new discoveries, revisions in thought, or new information that is now accepted by professionals in the field covered by the subject. Even in fields like physics, that were once thought to be pretty settled, changes occur that radically impact the accuracy and validity of information.

Ugly, like beauty, is often in the eye of the beholder but the physical condition of the collection says a lot about the value we place on our collection. The ugly factor includes most of the elements related to the physical condition of the item—wear, damage, stains, tears, dirt—that make it less attractive to a library patron. Children’s books, cookbooks, motor repair manuals, and other ‘hands on’ materials are especially prone to ugliness. If you don’t want to touch the item without wearing gloves, neither will the patron. Or, as one librarian states about the condition of books, "If it's too dirty to read in bed, it's too dirty to be on your shelf. " Also include in this category material that is in perfect condition but covered in dust! If the item has a quarter-inch of dust on it, of course, it also probably hasn’t circulated in years. Be very cautious in repairing or rebinding items that are ugly. While a new Mylar jacket or a bit of cleaning may spruce up an item, usually it is not worth spending more than a few minutes repairing an item. Taping a small tear is worth the effort but if there will be more tape than binding after the repair is completed, discard the item. Books that smell are ugly. If the smell can be removed from an otherwise pristine book by closing it up with a bar of deodorant soap for a week, do so and keep it. Otherwise, weed.

Superseded items are those that sit on the shelf right next to newer editions or newer titles that update information. Libraries don’t need to keep more than one or two previous editions of almanacs, trivia books (Guinness Book of World Records), cookbooks, and other titles that are frequently updated. Be sure to watch for books that are still circulating but include outdated pictures, products, and ingredients. The recipes in the 1975 edition of *The Joy of Cooking* may still be accurate but the photographs and brand names on ingredients have certainly been replaced many times over in later editions.

Triviality implies that the material included in the item was popular for a brief period of time but interest has largely waned. Books are published, often seemingly overnight, when there is a new fad, or when a new celebrity hits the scene. Biographies of pop culture performers, games and consumer products, television shows, diets, and fiction series come and go very quickly. The interest may last a few years but usually fades fast. Many of the books are published in paperback to hit the market while the iron is hot, but when interest cools, library shelves are left full of books that hold little appeal for anyone. Even if a fad returns, as happened after two decades with the Teenage Mutant Ninja Turtles, the lapse between periods of intense popularity means that the books from the original fad are outdated. Trivial books can also be published immediately following a major event, such as the death of Princess Diana. For topics that have

lasting interest, better written books come out a year or so later and the ‘instant’ books that may trivialize the subject can be discarded.

Irrelevant means that the interests and needs of your community may have changed over time. Perhaps an issue, such as xeriscaping, mass transportation, or solar power, was very popular for a period of time but demand in your community has waned. Frequently, we purchase multiple copies of a book or a wide variety of books on a topic to meet intense local interest, only to have that interest dissipate after a few years. CREW doesn’t recommend that you eliminate all items on any topic from a collection; if a particular topic is no longer as relevant to the community as it was at another time, the collection may have too many items just sitting on the shelf. Even though the last use time period may not have passed, these irrelevant items are prime candidates for weeding.

Elsewhere reminds us that no library is an island! We are not alone out there in the vast information wilderness. It can be difficult to let go of items that are still in good condition even though the information covered is trivial or irrelevant. Many librarians hesitate to discard an item because ‘someone might need it someday.’ True, many of us have had the experience of discarding an item only to have someone request it the next month. However, you can feel more secure about discarding an item if the information contained within is available elsewhere. Interlibrary loan and reciprocal borrowing are ubiquitous. Also, many books are now available online through services like NetLibrary. With the exception of local history and regional documents, almost everything is available someplace else. The Internet has reliable information on many topics; prepare bookmarks and pathfinders for your patrons on frequently used topics such as law or medicine.

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