**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**S** Superseded There may be newer copies available.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- Almanacs, yearbooks, encyclopedias superseded by newer editions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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* Coined by the American Library Association in cooperation with the Texas State Library, 1976

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**FOR FURTHER INFORMATION**


Sunlink Weed of the Month Club [http://tinyurl.com/kr53b5v](http://tinyurl.com/kr53b5v)
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- **Superseded**: is there newer information available?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A planned process that is not superseded by informal weeding.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>
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<th>Dewey Classifications</th>
<th>000</th>
<th>2-10 years</th>
<th>500</th>
<th>5-10 years</th>
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<tr>
<td>400</td>
<td>10 years</td>
<td>900</td>
<td>15 years</td>
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</tbody>
</table>

- **Biographies**: flexible
- **Fiction**: 10 years
- **Encyclopedia**: 5-7 years evaluate on individual basis
- **Reference**: 3 years in reference, 3 additional years in circulation
- **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.