

Exercise #3 Tool Kit Inventory

Do you have the tools you need to perform appropriate weeding? Review the tools listed here and note which you know you have, which you know you are missing, and which you aren't sure are available.

Necessary weeding tools	I already have	I can get this from....	I don't know if we have
Collection development policy			
Library mission statement			
Circulation/use data...			
...specifically			
Published subject bibliographies...			
...specifically			
Familiarity with CREW or another method			
Book trucks to dedicate to project			
Shelving space for materials under review			
Mending/bindery budget			
Replacement budget			
Staff understanding of project			
Support availability (janitorial, friends, etc.)			