

Weeding Multimedia Materials

Weeding care needs to address your entire library collection. This chart indicates concerns related to material by type.

Material type	Content issues	Physical concerns	Notes
Cassette (music)	Still needed by users? Available in alternative format in collection?	Broken tape? Broken plastic housing? Muted or garbled sound?	Consider replacing with CD if material is still needed. It's illegal to retape if you purchased a commercial cassette for the collection
Cassette (spoken)	Still needed by users? Available in alternative format in collection? In multipart sets (as audiobooks), does your contract allow replacement of specific parts?	Broken tape? Broken plastic housing? Muted or garbled sound? In multipart sets (as audiobooks), does your contract allow replacement of specific parts?	Consider replacing with CD if material is still needed. It's illegal to retape if you purchased a commercial cassette for the collection, but most audiobook companies provide for replacing parts at small charge.
Compact discs (music)	Still needed by users? Available in alternative format in collection?	Scratched surface? Broken or chipped disc? Muted or garbled sound?	It's illegal to burn a new copy if you purchased a commercial CD for the collection
Compact discs (spoken)	Still needed by users? Available in alternative format in collection? In multipart sets (as audiobooks), does your contract allow replacement of specific parts?	Scratched surface? Broken or chipped disc? Muted or garbled sound? In multipart sets (as audiobooks), does your contract allow replacement of specific parts?	It's illegal to burn a new copy if you purchased a commercial CD for the collection, but most audiobook companies provide for replacing parts at small charge.

Material type	Content issues	Physical concerns	Notes
DVDs	Is factual information current? Still needed by users?	Scratched surface? Broken or chipped disc?	It's illegal to burn a new copy if you purchased a commercial DVD for the collection
Magazines	How deep a run does your collection policy promise users?	Torn pages? Torn covers?	Current periodicals can be replaced through your subscription service, but at a cost.
Microfilm	How deep a run does your collection policy promise users?	Broken film?	Microfilm is quite sturdy and can be spliced in the rare cases it breaks.
VHS tapes	Is factual information current? Still needed by users? Available in alternative format in collection?	Broken film? Broken housing? Scratched or damaged film surface?	Video tapes are hardy but wear out after 150-200 circulations.
Vinyl records (music)	Available in alternative format in collection? Still needed by users?	Scratched surface? Warped surface?	Unlikely to be able to replace in same format
Vinyl records (spoken)	Available in alternative format in collection? Still needed by users?	Scratched surface? Warped surface?	Unlikely to be able to replace in same format