

Exercise #5 Weeding Action Plan

Instructions: Review the documentation you created in Exercises 3 and 4, as well as any you brought to share for Exercise 2. With these pieces available to you, begin to compose a weeding plan for your library or for an area within it for which you have weeding responsibilities.

Description of collection to be weeded

- Scope
- Material type(s)
- General current condition

Description of needs of community served by this collection

- Information needs
- Role collection supports in their lives
- Availability of other relevant information resources to this community

Staff available/assigned to weed

- Professional oversight
- Type and number of assistants

- OVER -

Goal of weeding

- Special project or normal activity?
- Specific benchmarks targeted?

Weeding method(s) to be used

CREW MUSTY Other_____

Generated reports to be referenced during weeding

Circulation figures Copyright dates Use tallies
 Electronic resource coverage Other_____

To think about

At the end of today's class, you will be writing a postcard to yourself as a future reminder of your library's weeding needs and successes. Which elements of this plan seem the most problematic to you? Are they issues which you may be able to resolve, or begin to resolve, once you return to your library and identify tools or resources about which you are unsure?