

Sample Weeding Policies

These samples demonstrate how simple and how complex weeding policies can be. Check the class Webliography for more examples of weeding policies.

Wadsworth (OH) Public Library

Resources are regularly withdrawn from the collection by the selecting librarians for the following reasons:

- The resource is no longer accurate, current, or timely.
- The item is physically worn or damaged beyond reasonable repair or cannot be rebound properly.
- The item can be replaced at a lower cost than repair or rebinding.
- The resource's value to the collection has decreased as other comparable resources have been added to the collection.
- The resource is no longer being used frequently enough to justify its space in the collection or the staff time to maintain.

Withdrawn items may be sold at a modest price by the Friends of the Wadsworth Public Library at publicly announced sales, with proceeds used by the Friends of the Wadsworth Public Library to enhance services of the Library.

Tippecanoe County (IN) Public Library

- A. In order to maintain a vital, current collection which meets the needs of our community, examination of materials is an ongoing process. An item is considered for discard when it is:
- Obsolete or outdated
 - Worn beyond use
 - Damaged
 - No longer circulating and/or used for reference purposes
 - One of many copies of a formerly popular title
- B. A work chosen for discard may be replaced with another copy of the same title or another work on the same subject.
- C. Aides used in discarding: Books in Print, Public Library Catalog, Fiction Catalog, Children's Catalog, Junior and Senior High School Catalogs, Evaluating and Weeding Collections in Small and Medium-sized Public Libraries by Joseph P. Segal

Sno-Isle (WA) Library System

To maintain attractive, active, current, and useful collections, library staff examines materials systematically throughout the year to assess their relevance to the whole collection, the public, and the statements of this policy. In addition, collections are continuously assessed for physical condition of materials. The removal of materials from the collection is called "weeding." All materials withdrawn locally are reviewed centrally according to broader considerations; materials weeded from one community library may be reassigned to another at the discretion of Collection Development staff.

General weeding criteria include:

- Accuracy
- Current or potential use
- Obsolescence
- Physical condition
- Completeness (sets)
- Reference value
- Availability of similar materials
- Local community needs
- Historical value
- Space in the local library

Materials that are no longer of value or of interest to the public are withdrawn from the collection.

Lindbergh School District, St. Louis, MO

Weeding is a continuous process by which materials no longer useful are removed from the school library media collection. The library media specialist assumes the responsibility for weeding the collection. However, teachers and other professional staff may recommend removal of materials judged no longer appropriate or useful.

The following guidelines should be considered. Materials should be removed when it is determined that:

- A. Materials are worn, torn, or spoiled; or if pages or parts are missing or have significant disfigurement as to destroy the value.
- B. Materials contain information that is out-of-date, factually inaccurate or if the illustrations are outmoded or perpetuate sexual, racial, or cultural stereotypes.
- C. The technical quality of non-print materials is poor: (a) when visuals are poor, faded, or off-color, or (b) when sound reproductions are faulty or inferior.
- D. Materials do not fit the general purpose of the library media center.

Karl E. Mundt Library (Dakota State University) Collection Weeding Policy

Purpose

One goal of the Karl E. Mundt Library is to provide current and/or relevant print materials for teaching, research, and student needs related to the programs and courses offered at Dakota State University. To meet this goal, the library's collection must be continually evaluated based on the criteria listed below. Any materials failing to meet these criteria are subject to deselection pending review by library faculty and involved teaching faculty.

Deselection Criteria

1. Collection level: How vital is the item for DSU coursework and research?
2. Intrinsic value: Is the item a seminal work in its field?
3. References: Is the item listed in standard indexes, guides, bibliographies, etc.?
4. Duplication: Is demand sufficient for multiple copies of the item?
5. Physical condition: Can a damaged item be repaired? Should it be replaced?
6. Research value: Are older materials still valuable for research interests?
7. Edition: Is the edition of an item held by the library superseded by a newer edition?
8. Completeness: Is the item part of a set or series of which the library does not have a complete run?
9. Uniqueness: Is the item held only by DSU?
10. Usage: Has the item been checked out frequently or recently?

Deselection Process

1. The weeding of any part of the print collection will be primarily overseen by the library faculty.
2. Teaching faculty will be actively encouraged to participate in and assist with the process.
3. Teaching faculty will be contacted to assist with items that are in their areas of teaching expertise.
4. Library faculty will begin the process by using standard library statistics and methods (e.g., circulation statistics, evaluation of physical condition of item, duplication, uniqueness, etc.) to select candidates for weeding. Each item selected for weeding will be marked or situated in a conspicuous manner (this manner is subject to change) so that other faculty members can review the item.
5. The reviewer will be informed by a librarian how to indicate whether an item should be weeded or retained.
6. If a faculty member cannot be found or is not available to assist in the weeding process for a particular discipline or field of study, final decisions for deselection will be made by library faculty if the library faculty believes that weeding must take place.
7. Items listed as missing in the library's catalog will be withdrawn as weeding occurs in the area where the items should have been located.

8. Items that are weeded will be removed from the library's online catalog within a reasonable time period.
9. Items that are weeded will be redistributed or discarded according to Dakota State University policies and other relevant local or state policies.

This policy was written by Dustin Larmore on May 23, 2003.