

Weeding Policy

Why We Weed:

Weeding is a very important part of collection development. It is important that patrons have current and factual information when it comes to non-fiction. In fiction, books that are not being read are taking up valuable space. These books can be sold and the money used to purchase new materials patrons actually want. The same holds true for AV materials. Do not be afraid to weed.

A collection that is continuously weeded doesn't look over-crowded and is much more appealing to patrons who want to browse. When old, faded and grubby titles are removed the collection looks fresh and inviting. Weeding also helps the librarians keep track of their collection to beef up sparse areas and stop investing in sections that are no longer of interest to patrons.

Weeding Criteria:

“MUSTY” for Books

M=Misleading and/or factually inaccurate information

U=Ugly, worn and beyond mending

S=Superseded by a new edition or a much better book on the subject

T=Trivial of no discernable literary or scientific merit

Y=Your collection has no use for this book. It is irrelevant to the needs and interests of your community.

“WORST” for AV

W=Worn out

O=Out-of-Date

R=Rarely Used

S=Scooge and Marley can supply

T=Trivial and Faddish

“CREW”-a numerical formula based on age and/or how long since it was last checked out.

CREW Guidelines by Dewey Class

(Always use your own judgment. You can go by age of item or years since last checkout. If material meets any of the “MUSTY” criteria that supersedes CREW)

Dewey Class	Age of Item	Years Since Last Checkout
000-General	5 years	3 years
100-Philosophy and Psychology	10 years	3 years
200-Religion and Mythology	10 years for most, 5 years for current religious topics	3 years
300 Social Sciences	5 years	3 years
310 Almanacs, yearbooks	1 year for reference, 2 circ	N/A
320 Political Science	5 years	3 years
330 Economics, Resumes	5 years	3 years
340 Law	10 years	N/A
350 Government	10 years	3 years
360 Crime and Services	5 years	3 years
370 Education	10 years	3 years
380 Commerce	5 years	3 years
390 Customs and Etiquette	10 years	3 years
400 Linguistics	10 years	3 years
500 Pure Sciences	5 years	3 years
510 Mathematics	5 years	3 years
520 Astronomy	5 years	3 years
530 Physics	5 years	3 years
540 Chemistry	5 years	3 years
550 Earth Sciences	5 years	3 years

560 Paleontology	5 years	3 years
570 Life Sciences	10 years	3 years
580 Botany	10 years	3 years
590 Zoological Sciences	5 years	3 years
600 Applied Sciences	5 years	3 years
610 Medicine	5 years	3 years
620 Engineering	5 years	3 years
630 Agriculture	5 years	3 years
640 Home Economics	5 years	3 years
650 Business Management	5 years	3 years
660 Chemical Tech	5 years	3 years
670 Photography	5 years	3 years
680 Manufacturers	5 years	3 years
690 Building and Carpentry	10 years	3 years
700 Arts and Recreation	N/A	3 years
800 Literature	N/A	N/A
900 History and Geography	15 years	3 years
Travel and Maps	5 years	3 years
Biographies	N/A	5 years
Fiction	N/A	2 years
YA, J, E Fiction	N/A	3 years
Periodicals	2 years	N/A
Vertical File	1 year	2 years
College Catalogs	2 years	N/A