

# WEEDING THE COLLECTION

## DEFINITION

Weeding is the removal of materials (books, periodicals, encyclopedias, videos etc.) from a library collection in a planned and systematic way. The deselecting process is an ongoing part of collection development, a deliberate and thoughtful activity that will keep the library current and vital.

## TO WEED OR NOT TO WEED: POLICY AND CRITERIA

The selection policy for the TDSB considers weeding an important part of sound collection development. Individual school Teacher-Librarians should consider the following criteria in developing a plan for weeding.

- **Copyright:** older books require closer examination for content
- **Content:** should be relevant to the school needs and provincial curriculum
- **Physical Condition:** Is it worth repairing?
- **Circulation:** How long since it was last checked out?
- **Current:** Is newer material/information available?

## INFORMAL WEEDING

An ongoing process where torn, tattered or defaced materials are deselected as they are returned to the school library.

## FORMAL WEEDING

A planned rotational process that sees each section of the library targeted on a regular basis.

## PROCEDURE

- Develop a timeline with a definite goal for evaluating the entire collection
- Inform staff and administration of your plan and criteria used
- The library may be closed with Principal's approval during the initial weeding process (1 to 2 days)
- Have carts, recycling bins, boxes, dusters, hand wipes and post-it notes available
- Each book should be evaluated individually
- Delete barcodes from the system by scanning onto Notepad (call Horizon Help Desk)

## CONSIDER KEEPING

- Award winners and classics
- Student authored books
- Local histories
- School yearbooks and publications
- Titles in curriculum units
- Out of print titles that are still useful and relevant

## COPYRIGHT

These are only *suggested* copyright markers to use as a guideline along with the other criteria suggested.

### Dewey Classification

<b>000</b>	3-10 years	<b>500</b>	10 years
<b>100</b>	10 years	<b>600</b>	5-10 years
<b>200</b>	2-10 years	<b>700</b>	5-15 years
<b>300</b>	5-10 years	<b>800</b>	flexible
<b>400</b>	10 years	<b>900</b>	10 years

<b>Biographies</b>	flexible
<b>Fiction</b>	flexible – check for appropriateness
<b>Encyclopedia Reference</b>	5-7 years evaluate on an individual basis
<b>Atlas</b>	5-10 years
<b>Periodicals</b>	3 years
<b>Almanacs</b>	3 years in reference, 3 years in circulation unless compelling or in high use, deselect
<b>Filmstrip</b>	15 years
<b>Videos</b>	dependent on material
<b>CD ROM</b>	

## MUSTY\*

- M** **Misleading** can occur more rapidly in technology that mythology. Look for:
- Obsolete information
  - Racial, cultural or sexual stereotyping
- U** **Ugly** refers to the physical condition of the book.
- Antiquated appearance
  - Worn out, frayed, dirty, moldy
  - Unable to repair
- S** **Superseded** there may be newer copies available.
- Duplicate copies
  - Almanacs, encyclopedias superseded by newer editions
- T** **Trivial** look for relevance for the collection. Check for poor writing, inaccurate information and appropriate interest and reading levels for students
- Y** **Your collection** has no use for the book.<sup>1</sup>

<sup>1</sup> \*American Library Association

## BENEFITS OF WEEDING

- Creates an up-to-date collection
- Ensures that all parts of the collection have been evaluated for equity issues and stereotyping
- Makes gap analysis easier
- Directs further collection development
- Provides a cleaner and more attractive collection
- Makes it easier to search and find relevant material
- Makes it easier to maintain the library
- Highlights and makes accessible new and exciting resources

*Adapted from brochure produced by the California Department of Education*

# WEEDING THE SCHOOL LIBRARY



***A vital part of the selection process***

## ***Why weed?***

It does not matter how many books you have, but whether they are good or not.

*-Epistolae Morale  
Lucius Annaeus SENECA  
3 BC –65 AD*