

Collection Evaluation and Assessment

Evaluation and assessment of the library's holdings is an important part of maintaining a balanced collection.

Circulation Statistics/Reports

The library staff should make a count of the number of items in the library. For example, the total number of books in the collection should be known, as well as the number missing, discarded, and lost and paid for during the school year. A year-end report of this information will be required at the end of each school year.

Weeding Your Collection

Resources that no longer meet the stated objectives of the library will be systematically withdrawn on a continual basis according to "The CREW Method". The method called CREW (Continuous Review, Evaluation, and Weeding) is a series of ongoing routines that continuously adds to, removes from, interprets, and adjusts the collection to fit the needs of its users and potential users. Librarians should use this method to assess their library's collection. More information may be obtained online at:

<http://www.tsl.state.tx.us/ld/pubs/crew/index.html>.

Disposal of Worn/Damaged Materials

If a book was purchased as a "Follett Bound" copy, it can be sent back and replaced by Follett.

Another way to dispose of worn materials is to give them to the school classrooms. Before doing this, withdraw the book from the collection, remove the barcode, and mark through any library stamping on the book. Write inside the cover: Discarded. You may not sell the book for profit.

Books that are damaged beyond repair may be disposed of. Before doing this, withdraw the book from the collection, remove the barcode, mark through all library stamping and remove the cover. Box up the books so that maintenance may dispose of them. Students who pay for the damaged book may keep it if they choose.

If barcodes are unable to be removed, mark through the barcode and any other identifying information with a black sharpie.

Disposal of Outdated Materials

Please remove the cover from these books. Pictures may be cut out of the book and used in a vertical file. All factual information from the book must be disposed of by discarding it in the trash. Please do not place books that have inaccurate information in the classrooms where students may use it as classroom reference. Any outdated materials to be disposed of should be boxed up and disposed of by maintenance.

Tracking of Materials Removed from Library Collection

Materials that are removed from the library collection should be marked as weeded in Destiny. Library staff should print a weeded log at the end of each year. Keep a copy of this list with your library records.

Inventory

The library staff should maintain an inventory of books, audiovisual materials and equipment and report it to administration as required. A full inventory of the collection (books, reference, professional, AV/Equipment-circulating items) should be performed as needed.