

DCSD Weeding FAQs

Note: Do not weed on your own until you have taken the class and have met with the DLMC team.

Why do we weed library books?

Weeding is an essential component of library collection management. Most libraries do not have unlimited space, and we must continually make room for new materials. Weeding is necessary to remain relevant to our users and true to our missions. Remember – unless your library exists to archive and preserve materials for the ages, we are not in the business of collecting physical things. We collect information and provide access to information. Resources are for learning and to instill a love of reading in our students. Resources must be current so students are getting accurate information for their research. Kids love modern new books.

How often do we weed?

Weeding is a continuous process and part of daily operations in the library. A whole system weed is recommended when the collection begins to age. This is determined based on an analysis of copyright dates and circulation stats. Once your library is thoroughly weeded it is important to maintain and weed yearly as needed due to worn, outdated, and damaged items but also come up with a plan for sections to be weeded annually: (Kerby)

We use Titlewave and our internal collection development form to guide us in weeding.

We use the **CREW** Weeding Guidelines for Fiction, Nonfiction, Multimedia, and E-books combined with **MUSTIE**.

The method CREW (Continuous Review, Evaluation, and Weeding) integrates the process into an ongoing routine to make sure we are effectively managing our collections. Within the CREW method, it gives six general criteria for considering weeding an item from the collection which are:

- M = Misleading-factually inaccurate
- U = Ugly - worn beyond mending or rebinding
- S = Superseded - by a new edition of or a much better book on the subject
- T = Trivial - of no discernible literary or scientific nature
- I = Irrelevant to the needs and interests of the library's community
- E = Elsewhere - the material is easily obtainable from another library or source.

The two factors that contribute to the evaluation of materials are age and usage which are placed in a simple formula for most sections in a school library collection.

- 15/5/MUSTIE

The **15** refers to the age. If the item is over 15 years of age it should be considered for weeding. The **five** refers to circulation. How many times has the item circulated over five years? MUSTIE refers to the criteria above. Age and/or circulation may be different in certain subject areas. Refer to the [DCSD Crew Weeding Guidelines Chart](#) for detailed information. Our Titlewave accounts are set to this criteria when we perform an analysis so everything is consistent.

What do you do with the weeded books?

In regards to recycling library materials, textbooks, or any other books located in our school buildings, we have adopted the following policy and partnership.

The policy needs to be followed closely for the removal of your obsolete books if you have:

- Four boxes of books or less: - You may send an email to warehouse_questions@dcsdk12.org to arrange for a pickup. The boxes need to be no more than 50 pounds, in a copy paper size box and have the orange Discard labels on the boxes. Contact the DLMC if you need the labels.
- Five boxes of books or more: You will receive an email from Dream Books when it is your region's time for pickup. Dream Books will access your information from the form you will fill out at the beginning of the school year. You can have one pickup from Dream Books for free each school year.. You need to have a place to store your books until you have everything you need to discard ready for pickup during your next opportunity.
 - DREAM BOOKS Logistics: Your school will work directly with the contact from Dream Books to arrange a drop-off time (of materials you will need) and a pickup time for the materials to be picked up. Instructions from Dream Books will need to be followed whether you already have your books in boxes or not. You will receive an email with explicit instructions during your region's time for pickup.

[DCSD Recycling Guidelines](#) (updated annually in July)

DN: [School Properties Disposal Procedure 05.06.2025](#)

[DN-R: Property Disposal Procedure Regulation 07.15.14](#)

- Make sure the books are deleted from the library or resource manager.
- [Library Staff Resource page](#) - scroll down to the weeding section

Can I have the weeded books in my classroom?

It is not best practice to move books that are discarded from the library to a classroom. We are weeding based on outdated information and books that are damaged or no longer of interest to our students nor have not been checked out in over 5 years. These are not quality resources for teaching and learning so should not be distributed to classrooms.

What reports can I run in Destiny to weed?

You can run two separate reports depending on what type of weeding you want to do. Use the Collection alignment reports document linked below to help you.

Collection Alignment Reports [document](#)

The library looks so empty, how will we replace the weeded books?

The digital environment supplements many of our physical print resources. We can now balance our collection with ebooks and databases. This meets the needs of all of our learners, as just like adults, some students prefer print and some prefer digital. There is no need to purchase encyclopedias because we provide World Book Online for all schools in the district. Each school community has a different balance for the percentage of print vs digital resources. Databases are excellent resources for non-fiction that are updated frequently so students have access to the most current, relevant, and accurate information 24/7.