

Weeding Guidelines

Definition:

Weeding is the systematic and deliberate removal of materials. It is an ongoing part of the collection development plan that will ensure MPS library materials are current and exciting to our students.

Weeding Criteria:

MPS library media specialists can use the [CREW](#) or [MUSTIE](#) method.

CREW (how to weed):

C = Continuous

R = Review

E = Evaluation

W = Weeding

MUSTIE (What to weed):

M = Misleading (factually inaccurate)

U = Ugly (beyond fixing)

S = Superseded (newer edition)

T = Trivial (no merit)

I = Irrelevant (not needed by the school library)

E = Elsewhere (material is easily obtainable online or from other sources)

Below is a brief guide to weeding procedures.

Non-Fiction and Reference:

Suggested Copyright Dates using Dewey Classification

000 - 100 within five years and 500 within five years

200 - 400 within five to seven years

500 - 600 within five years

700 - 900 within five to seven years (*exceptions made for historical reference*)

Biographies within five to seven years

Periodicals within one year

Fiction/Easy/Everyone:

Content:

This material should support the curriculum and needs of each school. (*Non-fiction and reference materials will be selected to support leisure reading as well*)

Physical Condition:

The books should be in very good physical condition with cover art that is current and enticing to readers.

Circulation:

The material has circulated within the last five years. Special consideration will be given to:

- Classics and award winners
- Local history
- Titles on current reading lists
- Out-of-print titles that are still useful

Professional Collection:

This collection varies greatly by building. Check for actual use and use your judgment as to whether the material is needed in your building. Dated books about software and curriculum support materials for programs no longer in use with students should be weeded.

Video/DVDs:

These materials should support the school's collection. Follow the non-fiction guidelines when weeding this collection.