MCPS School Library Media Programs (SLMP)
Library Collection Maintenance
Weeding Procedures

Purpose

Weeding or deselecting is an integral and important part of collection development in school libraries. It is essential that libraries evaluate the quality and content of all materials and delete unsuitable, dated, or unnecessary materials. Continued attention to the quality of the collection and related maintenance of the collection helps to ensure a highly effective and quality collection.

Collections are not static. School libraries support the essential curriculum while providing and encouraging recreational reading for students and staff. Working toward this end, collections must be maintained in current as well as physically sound and factually accurate condition.

Collection maintenance through weeding supports the following key points:
- Library collections reflect the MCPS Evaluation and Selection Criteria in the IIB-RA regulation.
- Utilization of space in the media center
- Reputation for quality and currency of holdings
- Removes the illusion of a well stocked library which impacts budget requests
- Attractiveness and appeal of the collection

Weeding Reading/Research: (used by permission from the Ballimore County Public Schools BCPS Librarians' Resource Wiki.)

See the **Bibliography** on the **Collection Maintenance: Weeding & Inventory** page on the BCPS Librarians' Resource Wiki @ bcpslis.pbworks.com.

Systematic weeding should be conducted using a schedule **similar to** the one shown below. Use the **Weeding & Inventory Progress Chart** to **create a year-long plan and track progress.**

September	000-099, Fiction
October	100-200
November	201-300
December	301-400
January	401-500
February	501-600
March	601-700
April	701-800
May	801-999
June	Reference, Professional

Weeding Guidelines

MCPS SLMP ascribes to the **CREW** approach to school library collection maintenance:

Continuous **R**eview **E**valuation **W**eeding

The **FRESH** and **MUSTIE** acronyms are useful for making decisions about what to keep/weed:

F - Does it FOSTER a love of reading?

R - Does it REFLECT your diverse population?

E - Does it reflect an EQUITABLE global view?

S - Does it SUPPORT the curricula?

H - Is it a HIGH QUALITY text?

Misleading and/or factually inaccurate

Ugly - Worn out beyond mending or rebinding, dirty

Superseded by a new edition or a better source

Trivial - of no discernable literary or scientific merit/value

Irrelevant to the needs and interests of your community

Elsewhere – Easily obtained from another source, e.g. in the databases

Additional Weeding Criteria

Below is a summary of the MCPS Evaluation and Selection Criteria that should be applied when making weeding decisions. Materials are to be considered for weeding if they meet one of the following conditions:

- ➤ Are in poor physical condition.
- ➤ Have not circulated in the last five years and there is no likelihood that they will because of curricular changes or student needs.
- ➤ Are outdated in content or accuracy (Use the *Titlewise* reports as a guide to identify outdated materials. The *Titlewise* analysis report is based on copyright thresholds for information accuracy/currency for subject areas in which there is rapid information obsolesce. Copyright date should be considered; however, do not make a decision to weed based solely on the copyright date of the material. Some older material may be considered classic or may be of great historical value to your collection.)
- ➤ Are mediocre or poor in quality.
- ➤ Are inappropriate in reading level.
- ➤ Duplicate information which is no longer in heavy demand.
- ➤ Are superseded by new or revised information.
- ➤ Are outdated and/or unattractive format, design, graphics, and illustrations.
- ➤ Contain information which is inaccessible because they lack a table of contents, adequate indexing, and searching capabilities.
- ➤ Are not selected in accordance with general selection criteria.
- ➤ No longer support curriculum.
- ➤ Contain bias or stereotypes.
- ➤ Are unnecessary duplicate copies.
- ➤ Are available elsewhere (such as, in MCPS Digital Content/eBooks or OverDrive.)

What to Consider Carefully Before Weeding (if the item is in good or excellent physical condition)
- ➢ Classics -If circulating - and free of bias and stereotype
- ➢ Materials published about the school or community which may be considered archival
- ➢ Works by local authors
- ➢ Memorial gifts

Deletion of Weeded Items from Destiny by the Automation and Media Center Staff

You can quickly [Delete Copies from Destiny](#) yourself by scanning their barcodes.

If you need help with a large weeding project, please complete the SLMP [Request for School Support](#) form and submit. Email Nicole Little once you have completed this form. SLMP staff will be in contact with you regarding this weeding request and to schedule the weed.