

Weeding

Weeding should be a continuous process rather than occurring only once during the school year. A record of areas that have been weeded and when it was done should be kept.

Teachers should be included in the weeding process in their subject areas. Weeding includes print and non-print materials and equipment.

Guidelines for weeding:

Discard old editions when replaced by new ones.

Discard encyclopedias every 5 years. Use for checkout to students or for classroom collections.

Weed and discard magazines once a year.

Discard any media when the content is so out-of-date that it is no longer useful.

Discard media when paper, film or tape becomes brittle or discolored.

Discard or transfer media if grade level of school changes making materials inappropriate.

Discard materials, both print and non-print, that have not been used for 3-5 years and do not appear in a standard list.

Procedures for discarding:

Withdraw item to be discarded from the collection. Clearly mark each title "Discard".

Remove the item from the automation system by removing the barcode (if a multiple copy) or the record from Materials (if a single copy).

Maintain a written record noting the discard or disposal of media center equipment.

Options for disposal:

- Place in a classroom collection.

- Pack in small boxes for disposal. Boxes should be clearly marked "Discard".

- Give magazines to students.

- Cut up and use if appropriate in the vertical file.