Maintenance of Library Materials

DESELECTION OF LIBRARY MATERIALS

WEEDING THE COLLECTION

Materials that no longer meet the stated objectives of the library (including those that have become damaged or obsolete) will be systematically withdrawn. Using the guidelines suggested in The CREW Manual, revised and updated by Texas State Library, CISD librarians will follow the established schedule for weeding in order to maintain the library's collection.

BENEFITS OF WEEDING

1. Keeps the collection current
2. Gives the library an attractive, user-friendly appearance
3. Creates the best utilization of available space
4. Ensures optimum service with a high-quality collection of materials
5. Locates materials needing repair, rebinding, or replacing

TYPES OF MATERIALS TO BE REGULARLY WEEDED WEEDING PROCEDURE

- Materials that are rarely or never used
- Materials that are in poor condition
- Materials that no longer fit the curriculum
- Materials that are out of date

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- Materials that are not age-appropriate (if the item is above or below the level for your school, contact the Lead Librarian for direction. You may be directed to send it to the appropriate elementary, middle or high school.
- Extra copies of books in good condition that may be relocated to another campus

A library's collection should never be weeded so much that the number of resources falls below 14 or 12 books per student. Remember to consider your digital collection of resources.

WEEDING PROCESS

1. Remove items as directed from the library management system.
2. Remove barcode, spine label, (if spine label cannot easily be removed, mark through the barcode with a black permanent marker.).
3. Mark out the library name with black permanent marker in all places where it appears. Property stamps may be found inside front and back covers and title page. Property information may also be stamped on several pages of older books and on the edges.
4. Write DISCARDED and date in the front and back inside covers.
5. Dispose of the items as outlined below:
    a. Items that do not contain outdated information and are in relatively good condition may be given to classroom teachers or other staff for use in the district. These items may also be donated to the Books and Bytes Bookmobile, campus Little Free Library, Welman Project or Goodwill. Mark the boxes for these items clearly with the specific donated location.
    b. Items that contain outdated information will be boxed up and clearly labeled not to be donated.
    c. Water damaged books need to be destroyed to help prevent the spread of any bacteria or mold. Mold may start growing on wet books within 24 to 48 hours, especially if temperatures are warm.
6. The librarian as the professionally certified specialist will make the determination as to whether an item will be given away or destroyed.
7. Refer to CI (Local) for specific school board policy related to the disposal of library books.

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ADDITIONAL RESOURCES

Less is More (Google Slides)

Castleberry ISD Weeding Schedule

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