

# GOSHEN COLLEGE

Harold and Wilma Good Library  
1700 South Main Street  
Goshen, IN 46526

## WEEDING PROCEDURE

*(NOTE: THE WEEDING AND TRACKING LIST IS LOCATED IN  
M:\MYDEPARTMENT\ADMINISTRATION (LGC)\PROCEDURES/WEEDING AND TRACING LIST)*

- STEP 1**      **Consult with Technical Services**  
Before initiating major weeding projects, please consult with the Technical Services Librarian to ensure the necessary information and assistance can be provided in accordance with your anticipated timeline.
- STEP 2**      **Gather and analyze usage statistics**  
Create a shelf list report or request one from Technical Services that shows circulation statistics for each item. Identify and document areas of greatest and least usage.
- STEP 3**      **Collaborate with faculty on weeding criteria**  
Consult with faculty to determine when items covering historical aspects of a topic should be retained, and which well-known scholars of a discipline should be represented in the collection.
- STEP 4**      **Shelf read the section**  
Have the following materials with you:
- Withdrawal shelf list of section under consideration
  - Marking pen and shelf marker
  - Weeding policy
- STEP 5**      **Make item-by-item weeding decisions**  
Study the subject areas in your collection as a whole, then examine each item in turn.
- Using the Guidelines Table (APPENDIX A), check the physical condition, circulation dates, copyright date, and appropriateness for your collection. Alter the formulae to fit your particular needs, using your experience and knowledge.
  - Give careful consideration to textbooks, duplicates, outdated editions, and materials on topics no longer in the curriculum.
  - Check standard indexes and research guides. This will alert you to possible high usage, since indexes will direct patrons to a particular source and research guides will provide direction in the consideration of the usefulness of a source, regardless of copyright.
- Set aside or mark books that are candidates for withdrawal.
- STEP 6**      **Solicit faculty feedback**  
Send the Withdrawal Memo (APPENDIX B) and list of withdrawal candidates to appropriate faculty. Provide them with a specific time frame (three weeks for example) to evaluate materials set aside for weeding. When appropriate, discuss and reach consensus with respect to discarding and replacement of library materials.

<b>STEP 7</b>	<p><b>Process materials</b></p> <p>For smaller weeding projects, fill out a Weeding Decision Form (APPENDIX C) for each book. For larger projects, consult with the Technical Services Librarian regarding the most efficient way to process the materials. Send weeded materials and Weeding Decision Forms to Technical Services.</p>
<b>STEP 8</b>	<p><b>Document your process and decisions.</b></p> <p>Leave a “paper trail” (or preferably an electronic version) for future reference. Be sure to include the following information:</p> <ol style="list-style-type: none"> <li>(1) The LC classifications/section(s) you weeded</li> <li>(2) MUSTIE formula(s) you used</li> <li>(3) Sources and faculty members you consulted, and any counsel received from them</li> <li>(4) Date the project was completed</li> </ol> <p>Also add this information to the master list of weeding records located in M:/MyDepartment/Administration (LGC)/ Procedures/ Weeding Schedules and Tracking List.xls</p>
<b>STEP 9</b>	<p><b>Promote materials that would benefit from better exposure</b></p> <p>Set up displays for low circulating, high quality books. If books still do not circulate, consider them candidates for withdrawal in the next weeding project.</p>
<b>REFERENCES</b>	<p>Boon, Belinda. 1995. <i>The CREW method: Expanded guidelines for collection evaluation and weeding for small and medium-sized public libraries</i>. Retrieved June 17, 2011, from Texas State Library <a href="http://www.tsl.state.tx.us/ld/pubs/crew/index.html">http://www.tsl.state.tx.us/ld/pubs/crew/index.html</a></p> <p>Lessin, Barton M., et.al. 2004. <i>Standards for libraries in higher education: Resources. 2004 edition</i>. Retrieved June 17, 2011, from Association of College and Research Libraries <a href="http://www.ala.org/ala/mgrps/divs/acrl/standards/standardslibraries.cfm">http://www.ala.org/ala/mgrps/divs/acrl/standards/standardslibraries.cfm</a></p> <p>Ohio Private Academic Libraries Reference Committee. 2003. <i>Weeding guidelines</i>. Retrieved June 17, 2011 from Ohio Private Academic Libraries <a href="http://www.muskingum.edu/home/library/about/downloads/weedingpolicy2003.pdf">http://www.muskingum.edu/home/library/about/downloads/weedingpolicy2003.pdf</a></p>

*Approved 1/11/07 by the Library Faculty*

*Updated 6/17/2011 by Suzanne Hinnefeld (updated references links; added 'Create a shelf list report or' to Step 2; added 'also add to the master list of weeding records' to Step 8; added location of master list to Step 8; added location of reference weeding schedule to Appendix D)*

# Weeding Procedure

## APPENDIX A

### Guidelines Table

CREW guidelines consist of three parts: year of latest copyright/years since last checkout/MUSTIE factors. MUSTIE is an acronym which is applied to a material and indicates when an item should be evaluated for removal from the collection. MUSTIE stands for

- Misleading and/or factually inaccurate
- Ugly (worn beyond mending or rebinding)
- Superseded by a new edition or a better source
- Trivial (of no discernable literary or scientific merit)
- Irrelevant to the needs and interests of your community
- Elsewhere (the material may be borrowed from another source expeditiously)

An 'X' in the formula indicates irrelevancy to the weeding policy of that particular category of the LC classification system.

LC	Category	Formula	Recommendations
A	General works	10/3/MUSTIE	General encyclopedias: 5/3/Mustie. Stagger replacement sets over a seven year period. General statistics: 2/X/Mustie. Almanacs are seldom of much use after two years. Add one, discard one every year, keeping only the last three years in the collection.
B	Philosophy Psychology Religion	15/5/ MUSTIE	Replace works on clinical, comparative, and developmental psychology within eight years. Logic and ethics: 10/3/Mustie. Replace worn classics with attractive new editions. Religion: Include timely and comprehensive information on the six major international religions: Buddhism, Christianity, Hinduism, Islam, Judaism, and Taoism. Use 5/3/MUSTIE for areas of rapid change.
C, D E, F	History American history	5/15/ MUSTIE	Main factors: demand, accuracy of facts, and fairness of interpretation. Consider discarding personal narratives and war memoirs in favor of broader histories, unless the author is a local person, or the book is cited in a bibliography as having outstanding style or content.
G	Geography	15/5/ MUSTIE	
H	Social Sciences	10/X/ MUSTIE	Insure that controversial issues are represented from all viewpoints and that information is current, accurate, and fair. Discard career materials after five years; pay close attention to revisions in standard test books (GED, ACT, etc.).
J	Political Science	10/3/ MUSTIE	5/3/Mustie for topical books; judge historical books more on the basis of use.
K	Law	10/X/ MUSTIE	Replace when more current data become available. Never keep superseded editions.
L	Education	15/5/ MUSTIE	Keep historical materials only if used.
M N	Music Fine Arts	X/X/ MUSTIE	Keep all basic materials, especially histories. Replace with new editions when they become worn and unattractive.
P	Language	10/3/ MUSTIE	Keep classical authors and dictionaries of major foreign languages and any other languages taught.
P	Literature	X/X/ MUSTIE	Keep basic materials, especially works and criticism of classical authors; discard minor authors no longer read. Collaborate with English faculty.
Q	Science	10/3/ MUSTIE	Pay particular attention to physics, environmental issues, and astronomy sections with respect to currency. Keep basic works of significant historical or literary value, such as Charles Darwin's classic <i>Origin of</i>

			<i>Species</i> , or Michael Faraday's <i>Chemical History of a Candle</i> . Geology books (X/3/Mustie) should be kept indefinitely, or until superseded by newer editions. Anatomy and physiology (X/3/Mustie) change very little.
QA	Math.	10/3/ MUSTIE	Replace older materials on algebra, geometry, trigonometry, and calculus with revised editions.
QA	Computers	5/3/ MUSTIE	Works on computers are seldom useful after three years. Works on software have an even shorter life span.
R	Medicine	5/3/ MUSTIE	Keep only the current year plus one previous year of PDR and other prescription and over-the-counter drug directories, replacing when new editions become available. Materials on fast changing fields of research, such as AIDS, genetics, cancer, and infertility: 2/X/Mustie.
S	Agriculture Forestry	5/3/ MUSTIE	Keep Yearbook of Agriculture for at least 10 years. Keep books on newest technology and hybrids.
T	Technology	5/3/ MUSTIE	View any materials over five years with suspicion. Check closely for outdated photography techniques equipment.
U	Military Sci.	15/5/ MUSTIE	
V	Naval Sci.	15/5/ MUSTIE	
Z	Biblio. Library Science	13/3/ MUSTIE	Bibliographies seldom of value after 10 years from date of copyright. Discard library science materials that do not conform to current, acceptable practice.
	Vertical File	1/2/ MUSTIE	Weed the vertical file rigorously at least once a year, with the exception of photograph or picture files. For text, keep only materials (newspaper clippings, pamphlets) covering topics of current interest for which no books yet exist.
	Children's Picture Books	X/3/ MUSTIE	Evaluate all materials carefully using MUSTIE as a guide. Discard any not suitable for library use, including those with inferior bindings or any trite commercial publications that feature popular characters created merely to sell a product.
	Periodicals Newspapers	3/X/X	Bind only quality periodicals in constant use for research and listed in indexes in the library. Carefully weigh the costs for binding with costs for online searching. Other periodicals (e.g., <i>Time</i> , <i>U.S. News and World Report</i> ): 5/X/X. If financially feasible, buy microforms of magazines in heavy demand.
	Videos	2/1/X	Examine closely after approximately 150 to 200 circulations; most commercial tapes wear out after about 250 to 350 viewings. Evaluate visual and sound quality; content accuracy; relevance of themes; and fairness of racial, cultural or sex role depiction; and the continuing relevance of material within the library's overall collection development plan.
	Reference		Reference collections require special considerations. Many of the criteria for removal remain the same as for circulating collections. Some sources, however, are considered reference "classics" and may be valuable for many years. Others, specifically scientific, medical and technological works, may be quickly outdated. Many reference works are issued in revised editions, and previous editions can usually be removed. Quotation books and dictionaries are exceptions to this rule.
	Audio tapes		Take into consideration that many libraries will not loan audiovisual materials through ILL, so needed AV materials will not always be available through this source. Consider physical condition, factual accuracy, sound quality, instructional usefulness, and obsolete format (records, 8-track tapes).

# Weeding Procedure

## APPENDIX B

### Withdrawal Memo

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**Date:**

**To:**

**From:** [Name], Library Liaison to [Department/Program]

**Subject:**

**CC:**

Periodically the librarians in the Good Library evaluate the collection in order to improve reliability and currency. We recently have evaluated materials in your subject area and have identified items for withdrawal due to one or more of the following:

- Low circulation
- Poor physical condition
- Lack of relevancy to the curriculum
- Out-of-date/obsolete information
- Superseded edition
- Unnecessary duplicate copy

Please take time to review the attached list of materials with my recommendations for withdrawal. I also invite you to come to the library workroom to browse through these materials. Please inform me of any materials you would like us to retain in the collection and/or items you think should be classified in a different Library of Congress section.

Please return the attached list to me (through either campus mail or e-mail), with your recommendations clearly marked, by [date]. After this date, library staff will remove listed items from the collection.

Thank you for assisting us in strengthening the Good Library collection.

Attachment

*[Note: The attached list should include the LC range, the subjects, and the copyright and circulation thresholds used in the weeding process.]*

# Weeding Procedure

## APPENDIX C

### Weeding Decision Form

<p><b>WEEDING DECISION FORM</b></p> <p><input type="checkbox"/> PROMOTE/DISPLAY <input type="checkbox"/> MEND/BIND/REPLACE (SAME ED.)</p> <p><input type="checkbox"/> WITHDRAW &amp; DISCARD <input type="checkbox"/> WITHDRAW &amp; PURCHASE NEW ED. (ISBN: _____ Cost: _____ \$ _____) Comments:</p> <p>Librarian initials _____ (Send this to Tech Services)</p>	<p><b>WEEDING DECISION FORM</b></p> <p><input type="checkbox"/> PROMOTE/DISPLAY <input type="checkbox"/> MEND/BIND/REPLACE (SAME ED.)</p> <p><input type="checkbox"/> WITHDRAW &amp; DISCARD <input type="checkbox"/> WITHDRAW &amp; PURCHASE NEW ED. (ISBN: _____ Cost: _____ \$ _____) Comments:</p> <p>Librarian initials _____ (Send this to Tech Services)</p>
<p><b>WEEDING DECISION FORM</b></p> <p><input type="checkbox"/> PROMOTE/DISPLAY <input type="checkbox"/> MEND/BIND/REPLACE (SAME ED.)</p> <p><input type="checkbox"/> WITHDRAW &amp; DISCARD <input type="checkbox"/> WITHDRAW &amp; PURCHASE NEW ED. (ISBN: _____ Cost: _____ \$ _____) Comments:</p> <p>Librarian initials _____ (Send this to Tech Services)</p>	<p><b>WEEDING DECISION FORM</b></p> <p><input type="checkbox"/> PROMOTE/DISPLAY <input type="checkbox"/> MEND/BIND/REPLACE (SAME ED.)</p> <p><input type="checkbox"/> WITHDRAW &amp; DISCARD <input type="checkbox"/> WITHDRAW &amp; PURCHASE NEW ED. (ISBN: _____ Cost: _____ \$ _____) Comments:</p> <p>Librarian initials _____ (Send this to Tech Services)</p>

# Weeding Procedure

## APPENDIX D

### Weeding Schedules

#### Materials Supporting Accredited Programs

Areas in which the college undergoes regular accreditation must be weeded in preparation for each re-accreditation review. The liaison librarians for the following departments/programs should identify the appropriate LC classes and begin the weeding process two years in advance of the accreditation team visit:

Education  
Nursing  
Social Work

#### Circulating Collection

The circulating collection is evaluated in a seven year cycle. The schedule is located in M:/ MyDepartment/Administration (LGC)/ Procedures/ Weeding Schedules and Tracking List.xls

#### Reference Books

The Head of Reference works with liaison librarians to schedule section-by-section weeding of reference materials in such a way that ensures the entire reference collection will be weeded every five years. The reference schedule is located in M:/ MyDepartment/Administration (LGC)/ Procedures/ Weeding Schedules and Tracking List.xls