



William R. & Norma B. Harvey Library

129 William R. Harvey Way

Hampton, VA 23668

WEEDING PROCEDURE

Partially adapted from the Harvey Library Collection Development Policy and the Harold and Wilma Good Library from Goshen College, IN

Mission

The William R. and Norma B. Harvey Library supports the instructional program of Hampton University by providing access to collections, services, facilities, programs, and staff.

Purpose and Goal of Collection Development

The development of collections of books, serials, and other sources of information as detailed in this policy plays a fundamental role in the Library's mission. Its goal is to assemble arrays of information sources, in appropriate formats, which will support and enhance the educational and research opportunities offered at Hampton University. Collection development aims to build collections that are current yet representative of the historical development of the literature in all the fields of interest to the university community. It involves assessment of needs, allocation of budgets, selection of items, acquisition of items, relegation of (physical) items to appropriate locations, and regular weeding (for de-accession or re-location).

Weeding

Weeding is the process of identifying items to be withdrawn from a library collection. Weeding is an essential component of good library collection management because it is one of the tools for assuring that at any given time a library will contain the best and most relevant information. It is carried out with the library's mission and collection development policy in mind. The following criteria are used to identify items to be withdrawn from the collection of the Harvey Library and its satellites:

- Physical condition
- Currency of information
- Relevance of information to current and future information needs of Hampton University
- Demand for the information

Physical condition: Items on the open shelves need to be sturdy enough to withstand repeated reading, circulation, and routine handling. Books in damaged condition can be considered for withdrawal, repair/binding, or replacement.

Currency of information: The Library wants to provide current information. Items containing superseded information should generally be withdrawn. This is particularly true for items containing medical and scientific information.

Relevance of information: Generally speaking, the Library wants to provide information relevant to the needs of Hampton University's faculty, staff, and students. However, the needs of both current and future faculty, staff, and students must be considered.

Demand for information: Because past circulation is the best indicator of future circulation, items that have circulated little or none in the past five years are good candidates for withdrawal decision.

Items: In weeding, bear in mind that one is dealing in items. In the case of a multivolume work, a decision should be made at one time on whether to retain or withdraw all the component items.

Last copies: withdrawing a last copy may mean withdrawing a title from the collection. This action should therefore be taken with special care. Consider whether the last copy should be replaced with a copy from a later edition. In some cases, other editions already in the collection may adequately serve the purpose of the copy being considered for withdrawal. Last copies should not be withdrawn on the basis of condition alone.

Maintaining historical representation of scholarship: Care should be taken to retain classic works of scholarship and opinion in the collection. The collection should reflect the historical development of knowledge in all disciplines, as well as what and how disciplines have been taught at the university. Where possible, for each major subject at least one good work from each decade should be retained in the collection. Keep in mind that older works of secondary scholarship become primary material for historiographic work. Primary works of discovery and exposition, as they age, become primary sources for the history of science and technology.

Transfer during weeding: The weeding process may identify items whose condition or content makes it undesirable for retention in the open stacks. Items published before 1900, items known to be rare for any reason, fragile but still useful items that cannot be replaced, and items relevant to the study of African American history and culture, should be considered for transfer to the Peabody collection. Final disposition of such items should be made in accordance with the Peabody collection's collection development policy.

The decision sequence for weeding is as follows:

Does the item contain relevant information?

If yes, retain.

If no, consider for withdrawal or transfer.

Does the item contain current information?

If yes, retain.

If no, consider whether the item is of historical interest.

Does the item contain information of historical information?

If yes, retain or consider for transfer.

If no, consider for withdrawal.

Is there sufficient demand for the information to justify the number of copies held?

If yes, retain all copies.

If no, consider for withdrawal.

Is the current binding of the item of historical value?

If yes, consider for boxing, other preservation work, and/or transfer.

If no, consider for repair or rebinding.

Can the item be replaced or rebound? (Is it brittle? Are margins adequate? Are its content sufficiently complete?)

If yes, route for repair of rebounding.

If no, consider for replacement.

Can the item be replaced?

If yes, submit order for replacement.

If no, consider whether other items in the collection are reasonable substitutes for it.

Can other items in the collection be considered reasonable substitutes for it?

If yes, consider withdrawal.

If no, route for preservation.

Reference

Collection Description: The Reference Collection is a non-circulating collection of encyclopedias, dictionaries, handbooks and other reference works.

Selection Criteria: items are selected for the collection in accordance with the selection criteria in the main body of this policy.

Responsibility: selection is made primarily by the Reference Librarians, however recommendations may be made by any staff Librarian.

Format: when both hardcopy and electronic versions of a particular reference work are available and the prices are relatively similar, preference is given to the electronic version.

Weeding: weeding is performed by the professional staff of the Reference Department.

U.S. Government Depository

Description: The Harvey Library is a selective U.S. Government Depository and may circulate for a limited time. Content of this collection is governed by the terms of the library's agreement with the Government Printing Office.

Responsibility: Selection of materials is the responsibility of the Government Documents Librarian. Format: As of 2015 new items for this collection are about 20% in print and 80% electronic. Electronic records from MARC archive are added to the library online catalog.

Weeding: weeding is according to Government Depository regulation

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.

STEP 7**Process materials**

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.

STEP 8**Document your process and decisions.**

Leave a “paper trail” (or preferably an electronic version) for future reference.

Be sure to include the following information:

- (1) The LC classification(s)/section(s) you weeded
- (2) MUSTIE formula(s) you used
- (3) Sources and faculty members you consulted, and any counsel received from them
- (4) Date the project was completed

Also, add this information to the master list of weeding records located in M /MyDepartment/Administration (LGC)/ Procedures/ Weeding Schedules and Tracking

List.xls

STEP 9**Promote materials that would benefit from better exposure**

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.

REFERENCES Boon, Belinda. 1995. *The CREW method: Expanded guidelines for collection evaluation and weeding for small and medium-sized public libraries*. Retrieved June 17, 2011, from Texas State Library <http://www.tsl.state.tx.us/ld/pubs/crew/index.html>

Lessin, Barton M., et.al. 2004. *Standards for libraries in higher education: Resources. 2004 edition*. Retrieved June 17, 2011, from Association of College and Research Libraries

<http://www.ala.org/ala/mgrps/divs/acrl/standards/standardslibraries.cfm>

Ohio Private Academic Libraries Reference Committee. 2003. *Weeding guidelines*. Retrieved June 17, 2011 from Ohio Private Academic Libraries <http://www.muskingum.edu/home/library/about/downloads/weedingpolicy2003.pdf>

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

	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).