

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meet the stated objectives of the library (including those that have become damaged or obsolete) will be systematically withdrawn.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 Manuel](#), revised and updated by Texas State Library Association, RISD librarians will follow the 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

1. Materials that are rarely or never used
2. Materials that are in poor condition
3. Materials that no longer fit the curriculum
4. Materials that are out of date
5. Materials that are not age-appropriate (if the item is above or below the level for your school, contact your feeder schools and send to the appropriate campus)
6. Extra copies of books in good condition that may be relocated to another campus

Note: The Texas School Library Standards specifies the number of items a library should have per student to meet Exemplary, Recognized or Acceptable status. It is the goal of RISD to keep the minimum number of resources in each library at the Recognized level, as follows: Elementary level – 18, Middle school level – 16, and High school level – 14.

A library's collection should never be weeded so much that the number of resources falls below 18, 16, or 14 items per student.

Weeding Procedure

1. Check out items to discard
2. Remove barcode, spine label, (if spine label cannot be easily removed, mark with a red X) and security stickers (if applicable).
3. Mark out library name with black marker in all places that it appears. Property stamps may be found on the inside front and back covers and title page.
4. Write DISCARDED and the date in the front and back inside covers.
5. Dispose of all items as outlined below:
 - Discard items, such as Fiction or Easy books containing still pertinent information that are in relatively good condition, may be given to classroom teachers or other staff to use in the district.
 - Any discard items that contain outdated information or are physically damaged must be destroyed or put in the recycle bin.
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6. The librarian as the professionally certified specialist will make the determination as to whether an item may be given away or destroyed.