

Weeding Policy & Procedure

General Book Collection

Nash Community College Library

Librarians at Nash Community College (NCC) use the CREW (Continuous Review Evaluation Weeding) method developed by the Texas Library & Archives Commission which has been used by libraries of all types for more than thirty years (see appendix). The NCC Library has an Instructional Support Level collection as defined by the Library of Congress (see appendix) which supports the curriculum, programs, and services of the college for our students, faculty, staff, and community patrons. There are several reasons to weed the library collection, including:

1. To ensure that the collection is relevant to the curriculum, programs, and services of the college.
2. To provide an appealing and up-to-date collection that is actively used by the campus community.
3. To make space for newer and better material.

Considerations for Weeding

The CREW manual identifies several factors to be considered during the weeding process. These factors include:

1. The library's selected service responses and resultant goals.
2. The needs and demands of the library's community of users.
3. The availability of more suitable material.
4. The ability of the budget to provide funds to purchase more satisfactory items.
5. The relationship of a particular item to others on that subject.
6. Cooperative agreements with other libraries and the ability for patrons to use other libraries in the area.
7. The degree to which the library serves as an archive or local history center.
8. The possible future usefulness of a particular item.
9. The availability of more current information on the Internet.
10. The ability of the library to borrow the item through interlibrary loan.

Other CREW Considerations

1. **Date:** When was the item published? When was it added to the collection?
2. **Author:** Is the author still read or likely to be read in the future?
3. **Publisher:** Was the book self-published or published by an 'instant' press?
4. **Physical condition:** Are there any factors that make the item unattractive?
5. **Additional copies:** Are other copies in better condition?
6. **Other books on the same subject in the collection:** If this book is discarded, what else is available?
7. **Expense of replacement:** Can the item be replaced? Was this an expensive item that might benefit from repair rather than replacement?
8. **Shelf-time:** How long has the item sat on the shelf without circulating?
9. **Relevance of the subject to the community:** Is the material of interest to anyone in the community?

Books with Poor Content

The CREW manual recommends weeding books of poor content, such as:

1. **Outdated and obsolete information:** especially on subjects that change quickly or require absolute currency, such as computers, law, science, space, health and medicine, technology, and travel.
2. **Trivial subject matter:** including topics that are no longer of interest or that were dealt with superficially due to their popularity at a specific point in time, as well as titles related to outdated popular culture.
3. **Mediocre writing style:** especially material that was written quickly to meet popular interest that has passed.
4. **Inaccurate or false information:** including outdated information and sources that have been superseded by new titles or editions.
5. **Unused sets of books:** although you may keep specific volumes if they meet local needs and are used.
6. **Repetitious series:** especially series that are no longer popular or that were published to meet a popular demand that no longer exists.
7. **Superseded editions:** in general, it is unnecessary to keep more than one previous edition, discarding as new editions are added.
8. **Resources that are not on standard lists:** or that were never reviewed in standard review sources.
9. **Material that contains biased, racist, or sexist terminology or views.**
10. **Unneeded duplicates:** especially if they are worn or tattered.

MUSTIE Factors

MUSTIE is a CREW acronym for six negative factors that frequently ruin a book's usefulness and make it a prime candidate for weeding:

M = Misleading (and/or factually inaccurate).

U = Ugly (worn and beyond repair).

S = Superseded (by a truly new edition or by a much better book on the subject).

T = Trivial (no discernible literary or scientific merit).

I = Irrelevant (to the needs and interests of your community).

E = Elsewhere (material or information may be obtained via interlibrary loan, reciprocal borrowing, or in electronic format.).

General Weeding Criteria:

Books to Weed:

1. Superseded editions that do not contain unique information, data, or provide a historical reference not available in the most current edition.
2. Duplicate titles unless a proven demand exists for multiple copies.
3. Titles unused within a reasonable time period based on subject and scope of the work except for items considered classics or standard editions.
4. Currency or reliability of the resource's information that has lost value.
5. Superfluous subjects no longer relevant for the college.
6. Items in poor condition that are beyond repair.

Books to Keep:

1. Seminal books in areas of study relevant to NCC curriculum, programs, and services.
2. Award winning books.
3. Books by prominent authors (local and national).
4. Books associated with award winning or acclaimed films.
5. Books checked out in the past 5 years.

Weeding Procedure:

Identification:

1. Pull damaged books (torn covers, loose pages, mold, etc.)
2. Pull books published prior to the established cutoff date.
3. Scan the barcode of the item in the library system for number of circulations, note number of check-outs within the cutoff period.

Decision:

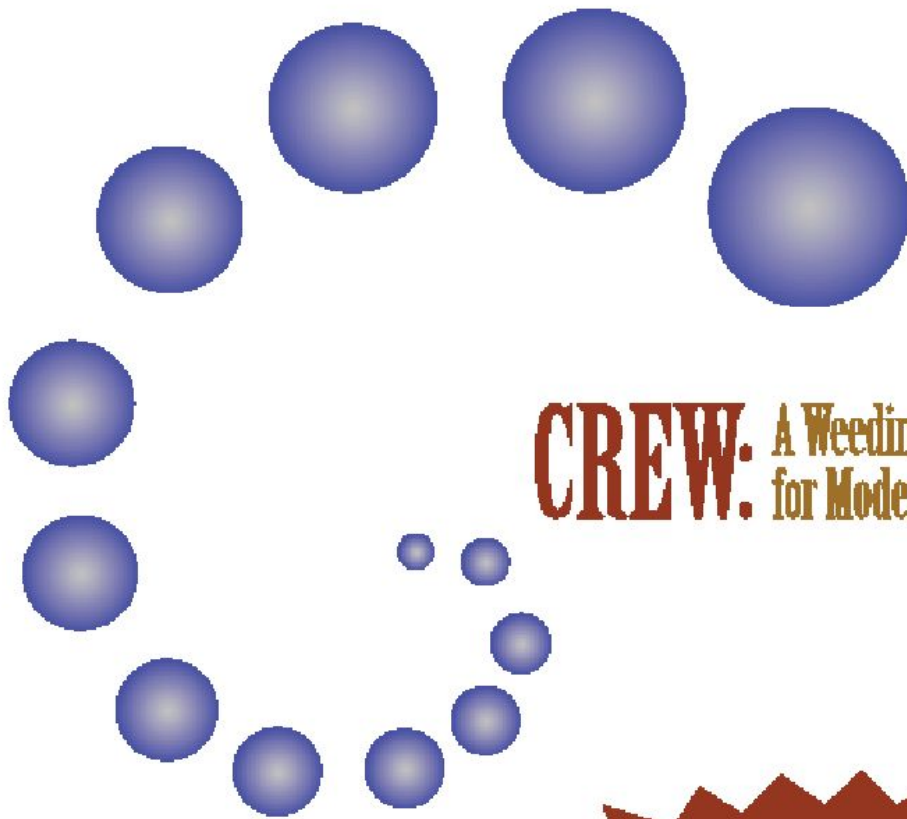
1. Damaged books with recent usage will be repaired or replaced.
2. Books not checked-out past the cutoff date will be discarded unless the content is still valuable for the curriculum, programs, and services of the college.
3. Librarians may at times seek advice from faculty for their recommendations.

Discard:

1. Books to be weeded will be removed from the online catalog.
2. All books removed from the collection will be clearly marked as discarded.
3. Discarded books will be sold in a local sale or by public bid, recycled, destroyed, or donated to nonprofit organizations as prescribed by North Carolina General Statute (see appendix).

Appendix

1. CREW Manual
2. Library of Congress Collecting Levels
3. North Carolina General Statute



CREW: A Weeding Manual for Modern Libraries

**Revised to include a
section on e-books!
(See page 49)**

**Revised and Updated by:
Jeanette Larson**

Texas State Library and Archives Commission
Austin, Texas — 2012

This document is available online at: www.tsl.state.tx.us/01/0mhs/crew/index.html



Collecting Levels



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The Research Libraries Group (RLG) was founded in 1975 by the New York Public Library and Columbia, Harvard and Yale universities. RLG grew to over 150 research libraries and worked to provide information discovery services, develop and operate collaborative programs, and create and promote relevant standards and practices. RLG developed a system of collecting levels (see listing below), known as the RLG Conspectus, intended primarily for the uniform evaluation of collections in research libraries. The use of these collecting levels evolved from a tool for evaluation into a meaningful set of descriptors employed in library collection policy statements. Updates to the RLG Conspectus ended in 1997, and RLG became a part of OCLC in 2006.

In 2015 the Collection Development Office (CDO) undertook a long-term project to update the Library's Collection Policy Statements, most of which incorporated use of the RLG Conspectus. After reviewing the current use of the RLG Conspectus among several academic libraries in the United States and the collection development policies of national libraries in several foreign countries, and after consultation with several Library of Congress recommending officers, CDO decided to retain use of these collecting levels in the Library's Collection Policy Statements.

It should be noted that these collecting levels are aspirational in nature. That is, they are goals for guiding our collecting policies. Changing resources in, for example, budgets or human capital, may require adjustments in collection building, especially at the comprehensive level.

0. Out-of-Scope: The Library does not collect in this area.
1. Minimal Level: A subject area in which few selections are made beyond very basic works. For foreign law collections, this includes statutes and codes.
2. Basic Information Level: A collection of up-to-date general materials that serve to introduce and define a subject and to indicate the varieties of information available elsewhere. It may include dictionaries, encyclopedias, selected editions of important works, historical surveys, bibliographies, handbooks, a few major periodicals, in the minimum number that will serve the purpose. A basic information collection is not sufficiently intensive to support any courses of independent study in the subject area involved. For law collections, this includes selected monographs and loose-leaf titles in American law and case reports and digests in foreign law.
3. Instructional Support Level: A collection that in a university is adequate to support undergraduate and most graduate instruction, or sustained independent study; that is, adequate to maintain knowledge of a subject required for limited or generalized purposes, of less than research intensity. It includes a wide range of basic monographs, complete collections of works of more important writers, selections from the works of secondary writers, a selection of representative journals, and reference tools and fundamental bibliographical apparatus pertaining to the subject. In American law collections, this includes comprehensive trade publications and loose-leaf materials, and for foreign law, periodicals and monographs.
4. Research Level: A collection that includes the major published source materials required for dissertations and independent research, including materials containing research reporting, new findings, scientific experimental results, and other information useful to researchers. It is intended to include all important reference works and a wide selection of specialized monographs, as well as a very extensive collection of journals and major indexing and abstracting services in the field. Older material is retained for historical research. Government documents are included in American and foreign law collections.
5. Comprehensive Level: A collection which, so far as is reasonably possible, includes all significant works of recorded knowledge (publications, manuscripts, and other forms), in all applicable languages, for a necessarily defined and limited field. This level of collecting intensity is one that maintains a "special collection." The aim, if not achievement, is exhaustiveness. Older material is retained for historical research. In law collections, this includes manuscripts, dissertations, and material on non-legal aspects.

North Carolina General Statute

1H SBCCC 400.2 Surplus and Irreparable Books and Book-Like Media

Books and book-like media originally purchased from State or federal funds, when they are no longer useful to an institution shall be disposed of by the institution. Book-like media include audio visual materials, CD's, electronic resources, and other learning resources of durable nature. These materials may be destroyed locally through standard recycling methods or disposed of by the institution through a local sale; disposed of through a profit-sharing arrangement with a company that resells and recycles books and book-like media; through donations to non-profit, tax-exempt organizations (including college foundations) or tax-supported agencies or institutions; or through public bid sale by the State Surplus Property Agency. Colleges shall maintain records and receipts of each sale for auditing purposes. Colleges shall use any receipts generated from the sale of surplus books and book-like media to purchase additional books and book-like media.

History Note: Authority G.S. 115D-5; 115D-31;

Eff. November 1, 2015.