

Materials Weeding Procedure

Procedure

1. Follow CREW guidelines¹
2. Run Circulation Reports to identify materials that are in demand.
3. Remove Duplicate Copies of materials that are not in high demand.
4. After inspection, remove Materials that cannot be repaired.
5. Reclassify each weeded title in our Apollo computer catalog by changing the "Status" to "Discarded."
6. Remove identifying information
 - A. Remove all spine labels (with call numbers)
 - B. Remove any stickers with library name
 - C. Black out any library names stamped on inside cover, title page or elsewhere
 - D. Remove any front page that contains a sensor
7. Add to Used Book Sale
8. Donate to other not for profit organizations
9. Recycle

Approved: September 20, 2010
Harrison Township Public Library Board of Trustees

¹ Library Coordinators may use The CREW Method (Boon, Belinda. The Crew Method. Texas State Library, Austin, TX. 1995) for this evaluation process. CREW stands for Continuous Review, Evaluation and Weeding. It includes detailed guidelines for evaluating materials based on age, circulation and condition for the purpose of weeding.