

Materials Weeding Procedure

Procedure

1. Follow CREW guidelines¹
2. Run circulation reports to identify materials that have not circulated within the time period specified within CREW guidelines.
3. Remove duplicate copies of materials that are not in high demand.
4. Inspect material for excessive wear:
 - A. Check circulation records of worn materials and reorder frequently used items.
 - B. Discard excessively worn materials that are not frequently used according to CREW guidelines.
5. Reclassify each weeded title in our Apollo computer catalog by weeding the item.
6. Remove identifying information:
 - A. Remove/black out all spine labels (with call numbers).
 - B. Remove/black out 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.
 - E. Remove any page that contains a personalized book plate.
7. Add to Friends of the Library Used Book Sale.
8. Donate to other not for profit organizations.
9. Recycle.

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Harrison Township Public Library Board of Trustees

¹ Library staff may use CREW: A Weeding Manual for Modern Libraries (Larson, Jeanette. Texas State Library and Archives Commission. Austin, Texas. 2012) for this evaluation process. CREW is available as a PDF file from <https://www.tsl.texas.gov/ld/pubs/crew/index.html> 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.