

## EASTTOWN LIBRARY & INFORMATION CENTER

POLICY AREA: COLLECTION DEVELOPMENT

POLICY NAME: WEEDING

ADOPTED: 9/19/2000

LAST REVISED: 3/15/2017

### WEEDING POLICY

Items are withdrawn from Easttown Library's collections through regular and systematic weeding by knowledgeable staff members. Weeding is an ongoing process through which outdated, superseded, damaged, worn, and seldom used items and excess copies are withdrawn to maintain the vitality and currency of our collections. Items in certain subject areas require weeding more frequently than those in other areas. For example, items on computer applications, health and medical issues must be replaced more frequently than items on artists and art history, philosophy and religion.

Easttown Library follows the basic principles of the *CREW : A Weeding Manual for Modern Libraries*. (*CREW is an acronym which stands for Continuous Review, Evaluation and Weeding*). According to the CREW guidelines, the age of an item, its frequency of recent use as measured by circulation, and the presence of one or more of six negative factors (designated by the acronym M U S T I E) help determine whether an item should be kept or weeded. The M U S T I E factors that contribute to the decision to weed a book are:

**M** = Misleading (and/or factually inaccurate)

**U** = Ugly (worn and beyond mending or rebinding)

**S** = Superseded (by a truly new edition or by a much better book on the subject)

**T** = Trivial (of no discernible literary or scientific merit)

**I** = Irrelevant to the needs and interests of the community

**E** = The material may be obtained expeditiously Elsewhere through the CCLS catalog or interlibrary loan.

Weeded items may be given either to the Friends of Easttown Library for their book sales, to other nonprofit organizations, or they will be disposed of in a manner Easttown Library deems appropriate.

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