Weeding Policy Annenberg Library Pine Manor College

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1. Why Do We Weed and How?

1.1 Policy Overview:
Continuous weeding of the collection maintains the overall health and vitality of the items in the library and the experience of library patrons. We consider every item we add into the collection, and that same careful consideration we also apply to items already existing in the stacks. They must earn their place on the shelf as much as new acquisitions.

The general process begins by removing all damaged and obviously poor condition materials. If these materials merit replacement, they may be replaced at the end of the year; if they do not meet collection need, they will be removed and not replaced.

Library staff will then begin assessing assigned sections of the collection through review of circulation data and weeding criteria described in Section 2. Books under consideration for removal are marked with a sticker for at least two months. Throughout this time, weeding supervisors will review selected items and all patrons (faculty, staff, students, & public) may raise concern if they feel an item should remain. The librarians are ultimately responsible for final decisions on materials considered for weeding, but will make the greatest effort to address patron concerns. See section 3 ‘What Happens to Weeded Books?’ for information of contested books patron giveaways.

1.2 Responsibility for the Collection:
The weeding policy is under the supervision of the Library Director and the Head of Access Services. Other librarians involved in the direct process are the Information Literary Librarian and the Library Assistants.

2. Weeding Criteria:

2.1 General Criteria:
Referring to the Annenberg Library Pine Manor College Collection Policy 2017 the library uses the standard practice of ‘MUSTIE’ from the CREW Method (Continuous Review, Evaluation, & Weeding) to weed its collection.

M -- misleading: factually inaccurate
U -- ugly: beyond mending or rebinding
S -- superseded: by a new edition OR by a much better book on the subject
T -- trivial: of no discernable literary or scientific merit
I -- irrelevant: to the needs and interest of the library’s community
E -- elsewhere: the material is easily obtainable from another library
Found in *The Weeding Handbook: A Shelf by Shelf Guide* by Rebecca Vnuk, here is a more thorough list of characteristics to look for when considering removal of an item from the collection:

- Outdated information
- Outdated Popular Interest
- Repetition or multiple copies
- Superseded editions
- Tattered or Dirty items
- Poorly bound items
- Dated dust jackets
- Little use or lack of patron demand
- No long-term or historical significance
- Space limitations/oversaturation of topic in one area

-Vnuk, 6

### 2.3 Subject Area Criteria:

Some areas of the collection will have specific exceptions, rules, and notes pertinent to how they relate to Pine Manor College curriculum and historical significance of the College. Sections also should be weeded on different schedules. Below you will find weeding schedules, exceptions and notes for each subject area. Notable rules for deselection across the collection beyond curriculum relevance are in place to ensure the integrity of the materials related to college history and niche areas specific to the library.

Those rules include, materials related to college history, including:

- subjects taught to women in the early 1900’s – 2012 (when the college became co-ed)
- domestic arts
- women’s history and women’s right
- black history/art history/music history/literature

Some notable niche collections are the library’s collection on:

- witches and witchcraft
- fine arts
- art-history
- textile arts

All of these mentioned areas should remain intact as much as possible and added to in the future to enrich their depth and breadth in the collection.

**Serials:** Weed every 2 years, during the summer months. If they have not circulated or been used in course work in 10 years they consider for removal.
A: General Works:
Weed every 7 years, if they have not circulated in 10 years they consider for removal.

B: Philosophy, Psychology, Religion:
Psychology materials and self-help books are weeded every 3 years, if they have not circulated in 4 years they will be considered for weeding. Items kept in the collection or replaced if possible are: college curriculum related materials, popular self-help books, and foundational times to the canon of Psychological study. Religion & Philosophy books weeded every 7 years. If they have not circulated in 7 years, consider for weeding. Historical tomes and materials that are foundational to the canon of Religious and Philosophical study remain in the collection.

C: Auxiliary Sciences of History:
Weed every 6 years, if they have not circulated in 7 years, consider for weeding.

D: History (General) & History of Europe:
Weed every 6 years, if they have not circulated in 7 years, consider for weeding.

E: History: America (National)
Weed every 6 years, if items have not circulated in 7 years, consider for weeding. General weeding exceptions/collections maintained as much as possible: Witches/Witchcraft, Domestic Arts, Women’s History, African American History, and New England History.

F: History: America (Local)
Weed every 6 years, if they have not circulated in 7 years, consider for weeding. General weeding exceptions/collections maintained as much as possible: Witches/Witchcraft, Domestic Arts, Women’s History, African American History, and New England History.

G: Geography, Anthropology, Recreation:
Weed every 5 years, if they have not circulated in 5 years consider for weeding. General weeding exceptions/collections maintained as much as possible: Witches/Witchcraft, Domestic Arts, Textile Arts, Women’s History, African American History, and New England History.

H: Social Sciences:
Weed the collection of legal information, college guides, test prep and investments every 2 years, if items are no longer relevant they should be considered for removal and replacing with the up to date version if the information is not accessible online. The rest of the collection weed every 5 years. There may be multiple copies of fleetingly popular materials from years past, which at a time had a high
demand; however, there was no longevity to its popularity. In these cases, the extra copies will be weeded.

J: Political Science:
Weed every 2 years. If items have not circulated in 5 years, consider for weeding. Curriculum relevance should be weighted heavily as well as current trends and hot topics. Political theory materials that are fundamental to the canon of study of Political Science should remain intact or replaced if possible.

K: Law:
Weed every 6 years. If they have not circulated in 10 years, consider for weeding. Curriculum relevance and canon materials are most important in maintaining the integrity of this collection.

L: Education:
Weed every 3 years. The curriculum room may need the most consideration, as it is the library’s desire to remove all items from the online catalog. The library’s items in the stacks should have special consideration for materials related to courses offered at the college, women’s education history, African American education history, and items related to theories in education that are fundamental to the canon of the study of Education.

M: Music and Books on Music:
Weed every 7 years. The music collection weeding is based solely on condition of the materials, as the collection is quite small this will best maintain the integrity of the items.

N: Fine Arts (& Art History)
Weed every 7 years. The art and art history collection are weeded based solely on condition of the materials. This collection has been curated throughout the college’s history and is one of the best maintained and developed. If items related to Women’s Art History, African American Art History, domestic arts, or textile arts are weeded due to condition they should be carefully considered for replacement.

P: Language & Literature:
Weed every 4 years. If they have not circulated in 7 years, consider for weeding. The library has a large collection of French literature from a previous curriculum and consisting of items from a large donation from a retired professor. However these materials do not circulate and there is no French curriculum at the college. The library has attempted to donate the majority of these works to French historical societies many times without any luck. The majority of the French literature collection will be donated to “More Than Words.” Another note about literature collections is that when authors have multiple works and we own many of their works, the library should make weeding decisions based on the whole
collection, i.e. keep it all or weed it all. If even one item circulates well, then all items by that author should stay, or if being considered for weeding because of no circulation or literary merit, all works by that author should be weeded.

Q: Science:
Weed every 4 years. Self-help books weeded every 3 years, if they have not circulated in 4 years they will be considered for weeding. Items related to college curriculum, popular self-help books, and materials that are foundational to the canon of scientific study should be kept in the collection or replaced if possible.

R: Medicine:
Weed every 4 years. Medical materials and self-help books weeded every 3 years, if they have not circulated in 4 years they will be considered for weeding. Items related to college curriculum, popular self-help books, and materials that are foundational to the canon of medical study should be kept in the collection or replaced if possible.

S: Agriculture:
Weed every 7 years. If they have not circulated in 7 years, consider for weeding. Multiple items covering the same material should be weeded, the most relevant, up to date, and broadest information covered should be kept.

T: Technology:
Weed every 3 years. The photography section of Technology has the same weeding rules as the N's (Art and Art History). The textile arts also belong in this collection and should be kept as intact as possible and efforts to replace materials the must be weeded due to condition should be made. The rest of the collection should be weeded to reduce duplications of subjects, outdated guides and how to’s, and accuracy of information, while still maintaining the history of and theories of technology as a present area of the collection.

U: Military Science:
Weed every 7 years. If they have not circulated in 7 years, consider for weeding. Multiple items covering the same material should be weeded, the most relevant, up to date, and broadest information covered should be kept.

V: Naval Science:
Weed every 7 years. If they have not circulated in 7 years, consider for weeding. Multiple items covering the same material should be weeded, the most relevant, up to date, and broadest information covered should be kept.
Z: Bibliography, Library Science, Information Resources:
Weed every 5 years. Weeded based on condition and literary merit/value.

PZ & Children: Picture books and children’s non-fiction
Weed every 2 years. Will be weeded based on condition and literary merit/value.

GRN: Graphic Novels & Narratives:
Weed every 5 years. Will be weeded based on condition and literary merit/value.

YA: Young Adult
Weed every 5 years. Will be weeded based on condition and literary merit/value.

3. What Happens to Weeded Books?

3.1 More Than Words Book Donation
Through the Pine Manor College partnership with the More Than Words foundation, we are able to donate our books back to a secondary seller as long as they are in good condition and they meet the parameters of the More Than Words donation policy.

3.2 Giveaways to Patrons
If a patron is concerned about an item leaving the library and the final decision remains to remove the item from the collection, the patron may take the material home with them at no cost.

3.3 Responsibly Recycling
In the rare case that an item cannot find a home with a patron or with More Than Words because of condition of the material or classification (i.e. encyclopedia set, textbook) the Library is responsible for recycling the materials.

Sources: