



## Weeding of School Library Collections

Teacher Librarians in the Marshalltown Community School District use the following criteria for weeding the library collections:

- Condition
- Accuracy
- Stereotypes
- Bias
- Currency
- Circulation record – how often has the book been checked out in a given time period
- Unneeded duplicate copies
- No longer part of the curriculum
- Superseded volume

This criterion is based on professional training as well as the 1994 document from the Department of Education called *Weeding the Library Media Center Collections*, by Betty Jo Buckingham et al. This document can be found at

[Weeding the Library Media Center Collection](#)

Weeding is a continuous, on-going, and never-ending process. The American Library Association suggests that 5% of the collection should be weeded in any given year.

### **Procedure for discarded materials.**

Items are removed from library collection, automated records are deleted, books are stamped with DISCARD and the barcode is blackened.

1. Offer to classrooms if appropriate
2. Offer to other schools in district if appropriate
3. Offer to students if appropriate
4. Send to Book Recyclers at no cost to district
5. Donate to charitable organization at no cost to district
6. Recycle when possible
7. Discard into waste containers