

"WEEDING" OF LIBRARY MATERIALS

"Weeding" is a continuous process by which materials no longer useful are removed from the media collection. The library media coordinator and library staff assume the responsibility for weeding the collection. However, teachers and other professional staff may recommend removal of materials judged no longer appropriate or useful

The following guidelines should be considered when discarding library materials. Materials should be removed when it is determined that:

1. Materials are soiled, worn or have significant disfigurement so as to destroy the value.
2. Materials contain information that is no longer accurate.
3. Materials do not fit the general purpose of the library.
4. Multiple copies of materials are no longer needed due to demand, and can be reduced to fewer copies.
5. Content of material neither adds to the information or appreciation of the user.
6. Materials no longer meet accreditation standards for public school districts in Missouri or Missouri School Library Media Center Standards.

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