

COLLECTION MAINTENANCE OF MEDIA CENTER MATERIALS

Media Specialists employ the CREW method, which involves “Continuous Review, Evaluation, and Weeding,” in order to provide accurate, current, and reliable information for our users. Weeding must be done as carefully and cautiously as the initial selection and acquisition.

Criteria for the de-selection (weeding) process include:

1. Physical condition: The item is badly worn, damaged, soiled, or unusable.
2. Timeliness: The item is out of date, misleading, or inaccurate. This is particularly applicable in the sciences, medicine, technology, geography and travel. Older editions that have been replaced with newer may be weeded.
3. Usefulness: The item no longer supports the curriculum or current student/staff needs, or may reflect a fad that is no longer of interest.
4. Circulation: The item has not been used or borrowed for at least five (5) years (depending on the type of material), and is not on core collection lists.

Weeded titles will be removed from circulation. The physical material will be marked as discard. They may be donated, recycled, or discarded.

: These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

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