

**CREW: Continuous Review,  
Evaluation, and Weeding**

## The Cycle of Service: Where CREW (Continuous Review, Evaluation, and Weeding) Fits In

Collection development is clearly an important part of library service. It can be easy, however, to view only one or two parts of the process, focusing only on getting materials into the collection or getting them into the hands of our patrons.

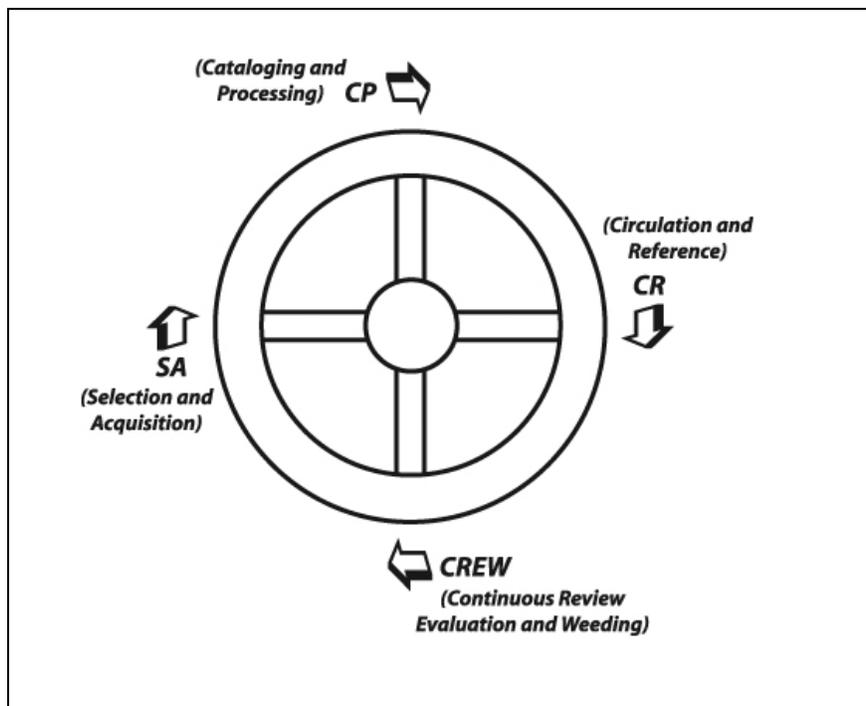
The diagram below represents the flow of both direct and indirect library services; it is circular because each process leads to the next and involves ongoing routines, procedures, and practices that continuously add to, remove from, evaluate, and adjust the collection to fit the current and future needs of the library's users and potential users.

**SA** is the **Selection** (usually through reading reviews, perusing catalogs, and considering patron requests) and the **Acquisition** (ordering and paying for) of the library's materials.

**CP** is the **Cataloging** (including classification) and **Processing** (property stamping, bar coding, entering into the online catalog, etc.) of the same materials.

**CR** is the **Circulation** and **Reference** step, in which the prepared materials are out on the shelves being used both in-house and through borrowing by patrons and the reference staff.

The method called CREW (**C**ontinuous **R**eview, **E**valuation, and **W**eeding) integrates all the processes into one smooth, streamlined, and ongoing routine that assures that *all the necessary indirect services* are accomplished in an effective way. This method makes it easier to routinely remove outdated and unused materials from the collection while also learning where the collection has gaps or needs new items.



### **What to Weed: General Guidelines**

Keep in mind that these criteria can be used as a 'rule of thumb,' but for some criteria, recent use may be an important factor in deciding to retain an item that you might otherwise remove from the collection. If the item is outdated or contains erroneous information, weed the item and replace it with a newer title on the same subject. For all items, consider the following problem categories and related issues:

#### **Poor Content:**

- Outdated and obsolete information (especially on subjects that change quickly or require absolute currency, such as computers, law, science, space, health and medicine, technology, travel)
- Trivial subject matter, including topics that are no longer of interest or that were dealt with superficially due to their popularity at a specific point in time, as well as titles related to outdated popular culture
- Mediocre writing style, especially material that was written quickly to meet popular interest that has passed
- Inaccurate or false information, including outdated information and sources that have been superseded by new titles or editions
- Unused sets of books (although you may keep specific volumes if they meet local needs and are used)
- Repetitious series, especially series that are no longer popular or that were published to meet a popular demand that no longer exists
- Superseded editions (in general, it is unnecessary to keep more than one previous edition, discarding as new editions are added)
- Resources that are not on standard lists or that were never reviewed in standard review sources
- Material that contains biased, racist, or sexist terminology or views
- Unneeded duplicates, especially if they are worn or tattered
- Self-published or small press materials that are not circulating, especially if they were added as gifts

#### **Materials/Books of Poor Appearance:**

- Worn out, ragged items
- Poorly bound or poorly printed editions
- Rebound editions that are worn and shabby or have torn pages
- Items that are dirty, shabby, warped, bug infested, or otherwise marked up, mutilated, or 'edited' by patrons
- Books with very small print or poor quality pictures
- Scratched CDs or DVDs, brittle film or magnetic tape (in the case of video and audiocassettes)
- Media that is beaten up from wear or has broken or missing parts
- Books with yellowed, brittle, torn, taped, or missing pages
- Books with dust jackets or cover art that is dated, especially on children's and young adult books

#### **Unused Materials:**

- Items that have not circulated within the past 3-5 years and not actually used for reference or in-house research
- Duplicate copies that are no longer needed, regardless of condition
- Periodicals that are not indexed
- Periodicals that are available in full-text databases
- Unused volumes in sets or series
- Unneeded titles in subject areas that are less frequently used
- Materials on the 'hot topics' that were popular more than five years ago
- More books than are needed on any single subject

- Formats that are no longer popular in your community, especially if the technology needed to use the format is no longer owned by people in the community
- Material that is no longer important to the collection because of changes in local demographics, school curricula, or other factors

### **Checklist of Weeding Factors**

#### **For all materials, consider:**

- Date—when was the item published? When was it added to the collection?
- Author—is the author still read or likely to be read in the future? Is the book a lesser work?
- Publisher—was the book self-published or published by an ‘instant’ press that may not have taken care in editing and printing?
- Physical condition—are there any factors that make the item unattractive?
- Additional copies—are more copies available that may be in better condition?
- Other books on the same subject in the collection—if this book is discarded, what else is available?

Expense of replacement—can the item be replaced? Was this an expensive item that might benefit from rebinding or refurbishing rather than replacement?

- Shelf-time—how long has the item sat on the shelf without circulating?
- Relevance of the subject to the community—is the material of interest to anyone in the community?

#### **For Juvenile and Young Adult materials, also consider:**

- Format—paperbacks are preferred by many young adults; board books get a lot of wear in tiny hands.
- Reading level—is the level too high or too easy for young patrons who would be interested in the item?
- Current interest in the subject matter—are young people interested in the subject? Is the treatment of the subject engaging?
- Visual appeal—are the illustrations in color? Are photographs clear? Is the layout of the book open (white space) and inviting?
- Jacket art (contemporary vs. outmoded)—does the book look like something your great-grandmother read?
- Use in school curricula—are books available for the grade level where the subject is studied? Are teachers assigning specific titles?

#### **For periodicals, consider:**

- Current use—few periodicals are used five years after the publication date
- Interest in circulating older issues—does the library permit older issues to be borrowed? Does the community want to borrow older issues?
- Indexing available—is the periodical included in standard indexes?
- Full-text availability in online databases—will patrons find the articles needed for research in the library’s online databases?
- Space available—does the library have space to store older issues that are not used on a regular basis?

- Retain local history except when the item is shabby and beyond repair. Retain writings by local authors during their lifetime and materials with local settings.
- Sets and series often have one or two volumes of special merit or that are regularly used even when other volumes are not. Retain these volumes even though the rest of the set is discarded. Some older reference volumes, such as quotation books, should be kept unless they are in poor condition, because later editions augment rather than supersede prior editions.

It is a good idea to include in the selection policy a list of items that should not be weeded without careful consideration and deliberation (e.g., genealogy, local authors, Caldecott and Newbery Book Award prize winners, etc.). Except in very special situations, usually related more to public relations than to collection development, there are very few books or other items that should be retained if not used by library patrons.

If you can't bear to let go of a beautiful book that is in good condition, consider whether it is classified properly. Browsers might be missing an item because it is in the wrong Dewey area. Perhaps the subject headings are not correct so it is not being found during catalog searches. It is perfectly acceptable to recatalog a book to make it more accessible to patrons.

Remember that **guidelines are not intended to act as a substitute for professional judgment calls and common sense**. For example, a sixty-year-old National Book Award Prize winner that has not circulated in more than ten years is simply taking up valuable space and should be discarded even though the library policy may encourage the retention of books that have won awards. (It will be available through ILL if someone wants it, or it will be released in a new paperback edition if Oprah or some other book club discovers it or it is made into a movie.)

*The CREW Guidelines for Weeding Your Collections*

## **CREW GUIDELINES BY DEWEY CLASS**

### **000 (Generalities)**

*This is a very broad category and often requires cross weeding with other Dewey areas. For example, books on running a consulting business may be classified in 001 (knowledge) or in 650 (management).*

### **004 (Computers)**

*3/X/MUSTIE Works on computers are seldom useful after three years. Works on hardware and software have an even shorter life span (1-2 years), but may be kept on hand longer if there is strong community demand. Weed based on community interests and prevailing computer applications used locally. Retain manuals for software packages (Microsoft Word, Excel, etc.) at least one release back to accommodate people who didn't update their software immediately. Series like the 'Dummies' and 'Idiot's Guide' are more useful to general computer users than in-depth tomes. Discard thick books with few illustrations in favor of slimmer volumes with color illustrations and screen images. Programming languages evolve more slowly and may be retained longer, up to ten years, if the language is still used. Consider what courses are offered at local community colleges and universities.*

### **010 (Bibliography)**

*10/3/MUSTIE Bibliographies and reader's advisory tools maintain their usefulness as long as the items indexed remain relevant. Many of these items will be in the reference collection, but older editions may be moved to the circulating collection. In the circulating collection, consider discarding if not used within three years. Discard most bibliographies ten years from the date of copyright or when superseded by a new edition unless the bibliography remains well used either in-house or through circulation.*

### **020 (Library Science)**

*10/3/MUSTIE Discard all that do not conform to current, acceptable practice. Also weed previous editions of library science textbooks and titles that deal with obsolete services and material types or outdated library technology.*

### **030 (General Encyclopedias)**

*5/X/MUSTIE The most current encyclopedia is probably the one available Online, if applicable. For print encyclopedias, keep the most current one in the reference collection, moving older editions to circulate. Stagger replacement sets over a three to five year period. Older sets may be sold or circulated, but withdraw circulating sets once the copyright is more than eight years old.*

### **Other 000's**

*5/X/MUSTIE Except for trivia books, which may be kept indefinitely or until no longer considered useful or interesting. Books of oddities, controversial knowledge, and the unexplained, including books on UFOS, should be weeded based on interest and MUSTIE factors more than copyright date. Quotation books (080) may be kept as long as they are useful, replacing or adding new titles to maintain currency. Directories for writers (Guide to Literary Agents or The Writer's Market, for example) should be kept no longer than two years as information becomes dated quickly.*

### **100 (Philosophy and Psychology)**

*This category focuses on philosophy, psychology, parapsychology, ethics, and logic. Some topics won't date quickly but others, like paranormal phenomena, may be trivial or focus on quickly fading fads.*

### **101 (Philosophy)**

*15/5/MUSTIE Most philosophy books do not become outdated and low circulation may be of limited value in weeding decisions. Weed based on interest and use, but maintains a range of titles that explore Western and Asian philosophies. Remove scholarly treatments that have limited use unless they are part of a local community college or university curriculum. Weed books that explain philosophies and introductory books that are not included in standard lists after three years without use.*

### **133 (Paranormal Phenomena)**

10/3/MUSTIE *Books on the paranormal generally receive high use and should be kept until worn. It will be necessary to replace lost and stolen titles regularly since this category includes the popular topics of witchcraft, fortune telling, dream interpretation, and astrology. High use and wear generally ensures that a fresh supply of books is available.*

### **150 (Psychology)**

10/3/MUSTIE *Other than classics of psychology that may be used in community college and university courses, most titles in this category may be weeded based on popularity and use. Replace worn classics with new editions. Replace works on clinical, comparative, and developmental psychology within five to eight years. Review self-help books (158s) and discard titles that are no longer popular or of current interest or that have outdated ideas. Also consider weeding self-help books that have a copyright older than five years. Keep up with television psychology gurus and weed their books when no longer popular or on TV.*

### **160 (Logic) & 170 (Ethics and Morality)**

10/3/MUSTIE *Replace worn classics with attractive trade paperback editions. Discard if no longer of interest. Be especially aware of outdated philosophies on ethics and moral values and 'hot button' topics, such as euthanasia, genetic engineering, and sexuality.*

### **200 (Religion and Mythology)**

*Spiritual and devotional materials, the Bible and other sacred texts, and introductions to the world's religions are timeless. New interpretations of religion keep patrons reading and current editions of spiritual materials encourage use.*

10/3/MUSTIE or 5/3/MUSTIE *Try to have something up-to-date on each religion represented by a church, synagogue, or other assembly in the community or region, as well as something on the well-known modern sects such as Scientology. Include timely and comprehensive information on the six major international religions: Buddhism, Christianity, Hinduism, Islam, Judaism, and Taoism.*

### **300 (Social Sciences)**

*This area includes a wide variety of topics, including sociology, folklore, culture, crime, and education. The collection should include information that represents various viewpoints on controversial issues and is current, accurate, and fair.*

### **306 (Culture & Institutions)**

5/2/MUSTIE *This section includes books on marriage, family life, and sexuality. Discard as interest in the author or title wanes. Unless a book has an historical approach, the topic is usually outdated within five years.*

### **310 (General Statistics)**

2/X/MUSTIE *Almanacs and statistical handbooks are seldom of much use after two years; keep only the current volume and one or two previous editions except for historical handbooks. Keep the most current copy in the reference collection, transferring superseded copies to the circulating collection. All public libraries should have at least one general almanac. Current census information is available online but print on demand copies and print copies of related demographic information should be discarded when new decennial census data is available. It's tempting to keep statistical data that is in electronic format, such as compact disk, but unless historical use is heavy, discard when new information is available.*

### **320 (Political Science)**

5/3/MUSTIE *For books on current political topics, weed within five years of publication. General guides to the political process and the electoral system may be kept longer and are judged more on the basis of use rather than copyright date. Retain titles on the US Constitution and the Bill of Rights regardless of circulation as these may be used more in-house. Replace as needed based on MUSTIE factors. Books of local political history may be kept indefinitely. Be aware of changes in political rhetoric and discard books with outdated ideas. Be aware also of how books in this classification area interrelate with titles in other areas, such as history. Discard books that compare democracy with political*

systems in countries that no longer exist (ex. USSR). Weed books that focus on past presidential elections when they deal with issues that are no longer relevant to current campaigns.

### **323 (Immigration & Citizenship)**

5/3/MUSTIE Immigration issues change although the collection may also include books that look at historical elements. Remember that study guides for citizenship and ESL tests are available through the database, LearningExpress. Update items about how to obtain citizenship and study guides for citizenship tests as new editions become available. Retain histories of immigration to the US as long as interest warrants but be cautious about discarding primary source materials and guides that may be useful for genealogical research. Weed biased or unbalanced and inflammatory items.

### **330 (Economics)**

3/3/MUSTIE Currency of information is the most critical factor in this area; patrons want to know what is happening today when it comes to finances. Money management guides and books on personal finance and real estate investing date quickly. Books on tax return preparation and estate planning must be current to account for changes in laws. Books on careers and job hunting should be updated frequently to ensure that requirements are current, although salary information will most likely always be outdated. Weed career guides with gender, racial, or ethnic bias. Even careers that seem fairly stable have experienced significant changes in the past decade. Update items available in revised editions. Be aware of major changes in state and federal statutes and regulations, or changes in the general climate for a particular type of investment. Classic books by well-known authors who are no longer writing, especially those that deal with principles and philosophies of economics, may be kept as long as interest exists or until MUSTIE factors prevail. Weed books that offer advice on 'how to survive' past economic depressions or how to prosper from 'good times' that occurred in the past. Retain histories that explore and analyze

important periods, such as the Great Depression, as long as interest warrants.

### **340 (Law)**

5/2/MUSTIE Replace when more current material becomes available. **Never** keep superseded editions, even for heavily used topics like divorce or bankruptcy. Keep only the current edition or the edition approved for use in your community of the Uniform Building Code and similar code books for specific areas of construction. General guides on finding and working with an attorney or the basics of our legal system may be retained based on use. Study guides for law school should not be kept longer than 3 years; check with publishers to ensure that major changes in the test have not occurred. Retain books that examine the history of major legal cases (Brown vs. Topeka) as long as interest exists or until MUSTIE factors prevail. Remember that most government agencies now post the most current legal information, laws, and ordinances on the Internet.

### **350 (Public Administration)**

5/3/MUSTIE This section includes information about the administration of government, including civil service employment and the military. Standard books, like The US Government Manual, should be replaced as new editions become available. Discard older editions of reference type guides if they are available online unless intense local interest warrants keeping print copies. Keep up-to-date; replace when state and federal administrations change or constitutional reforms occur. Histories of government agencies and the military may be kept as long as interest remains. Also retain classics (The Art of War by Sun Tzu), replacing when MUSTIE. Test guides for civil service positions and entrance into the military should be discarded after 3 years or when MUSTIE factors apply.

### **360 (Social Services)**

5/3/MUSTIE This broad category includes drug and alcohol education, social problems and issues, true crime and criminology, and

other social welfare issues. Titles that deal with popular social issues should be weeded based on age (copyright) and popularity. Watch for social welfare topics that are changing rapidly, such as socialized medicine and end-of-life decisions, environmental issues, and dealing with addictions. Handbooks and guides that deal with interactions with people with disabilities, surviving cancer and other major illnesses, and long-term care needs should be scrutinized for outdated terminology and descriptors, as well as to ensure that treatment and long-term care options are current. Discard memoirs when interest in the person or subject wanes. Copyright is not relevant for true crime. Classic cases, like *In Cold Blood*, should be replaced when MUSTIE factors are present. Cases with ephemeral interest can be weeded when circulation decreases significantly. Forensic sciences and criminology should be updated as techniques change or are improved.

### **370 (Education)**

10/3/MUSTIE Books in this section deal with formal and informal education at all levels, including homeschooling, ESL, and lifelong learning. Remember that current study guides and practice tests are readily available through the Learning Express database. In Texas, check with your Library System to see if you have access. Keep historical materials **only if used**. Discard all outdated theories; check with a teacher or principal if in doubt. Discard books about getting an education—college guides and entrance examination books—after five years. Most of the information will be outdated. Books about the education system in general and societal issues related to illiteracy and lack of education should be discarded when interest in the writer's theories wane. Replace books on subject-specific curricula as those fields change. Visual appeal is the primary factor for books that offer ideas for lesson plans and activities.

### **390 (Customs, Etiquette & Folklore)**

#### **390–394 (Costumes, Customs, Holidays)**

10/3/MUSTIE Books of costumes and fashion history won't go out of date but

discard books about specific designers or styles of dress as interest fades. Books about celebrations of life's milestones, wedding planning, and holiday celebrations should be discarded as fashions and customs change. Discard books that lack clear color pictures. Holiday-specific books may only circulate once or twice a year. Discard books that are MUSTIE or that reflect gender, family, ethnic, or racial bias. Discard books by celebrities after their popularity has waned.

### **395 (Etiquette)**

5/3/MUSTIE Basic titles can be kept until new editions are available. Discard books for specific situations, such as global etiquette, teen manners, and such, as the illustrations become dated or acceptable practices change.

### **398 (Folklore)**

X/3/MUSTIE Keep standard works of folklore indefinitely; weed according to use and MUSTIE factors. Folktales never go out of date, so copyright is not a factor. Weed based on the quality of the retelling, especially if racial or ethnic bias is present. Watch for collections that have become MUSTIE or that are not circulating. Replace standard collections with new, attractive editions. Most picture book versions of individual folktales will be classified in the children's collection.

### **400 (Language)**

10/3/MUSTIE Discard old-fashioned and unsightly textbooks and outdated books of grammar. Books that explore the history of languages and word origins should be discarded when MUSTIE. Replace stock dictionaries for major foreign languages (e.g., French, Spanish, Italian, German), and any other languages being studied or spoken in the community on a rotating basis to ensure currency. English language dictionaries should be replaced five years after copyright except for unabridged dictionaries. Update those when new editions are published.

### **500 (Natural Sciences)**

This Dewey classification includes science fair projects and experiments, books on all of the areas of natural science, and books on

*mathematics. Some areas change rapidly, while others are more static. Recent circulation will not be a good determining factor in high interest areas, such as dinosaurs or science experiments; however, lack of circulation is a good indicator that the book is no longer useful.*

*5/3/MUSTIE Carefully evaluate anything over five years old. Pay particular attention to the physics, environment, and astronomy sections. Keep basic works of significant historical or literary value, such as Charles Darwin's classic *Origin of Species*, or Michael Faraday's *Chemical History of a Candle*. Replace worn copies with new editions. Watch for multi-volume sets; if the titles are not indexed individually it may be necessary to weed the entire set, especially if the set is cataloged as a single entry.*

### **507 (Science Experiments)**

*10/3/MUSTIE Many of the science experiment books may be in the children's collection but collections of experiments for teachers will be in the general collection. While many experiments are considered to be 'classics,' examine books for outdated and unsafe practices.*

### **510 (Mathematics)**

*10/3/MUSTIE Math does not change as rapidly as other subjects, so weed primarily on MUSTIE factors and lack of use. Replace older materials on algebra, geometry, trigonometry, and calculus with revised editions. Discard books that focus on outdated teaching methods and techniques, such as books that feature 'new math' or that focuses on slide rules as the primary method for making calculations. Also discard past fads. Discard workbooks and test study guides that have been written in or that are MUSTIE. Remember that many of these tests are provided through the LearningExpress database. In Texas, check with your Library System to see if you have access.*

### **520 (Space and Astronomy)**

*5/3/MUSTIE Major changes have occurred, so weed titles that include Pluto as a planet or that don't include information on the space station and Mars expeditions. Stargazing books may be*

*retained longer but should be attractive and mention relevant technology.*

### **550 (Earth Sciences)**

*X/3/MUSTIE This section includes earthquakes, volcanoes, and other geological topics. Weed books that do not reflect current theories and science on geological activities. Also weed books that have outdated information on major disasters, such as the eruption of Mount St. Helens and replace with recent books that examine the long-term aftermath. Geology books on specific regions, especially Texas, may be kept indefinitely, or until superseded by newer editions. All general materials should be replaced when new developments occur in the field (e.g., theories about continental drift and plate tectonics have been revised in recent years). Field guides for amateur fossil, gem, and rock hunters can be kept for up to 10 years if physical condition allows or until circulation drops, unless the area described has changed dramatically through man-made activities or natural events. Replace with up-to-date attractive titles that include clear photographs. Weed books on meteorology that do not reflect current weather technology or that include historical weather charts that are more than ten years out of date.*

### **560 (Paleontology)**

*5/2/MUSTIE Current research has changed the previously more static world of fossils. Discard materials that are not being used, as this is one indicator that the information may be out of date. The popularity of topics like dinosaurs may mean that even outdated books are checked out. Discard most books that lack color illustrations. Field guides may be kept longer, especially those that cover local regions and the Southwest. Discard older editions as newer ones are received.*

### **570 (Life Sciences)**

*7/3/MUSTIE Retain indefinitely classics in the field (Darwin's *Origin of Species*) replacing with updated editions as wear warrants. Use 5/2/MUSTIE for books on genetics, genetic engineering, human biology, and evolution due to rapid changes in scientific practices. Weed titles on ecology that appear dated, even if the*

information is still accurate. Watch for books that are sensational in tone.

### **580 (Botanical Sciences)**

10/3/MUSTIE Botany changes less rapidly than some other areas of science. Weed books that lack color illustrations or that appear dated. Be aware of field guides that promote edible or medicinal plants and herbs to ensure that they meet safety guidelines.

600 (Technology, Applied Sciences)

### **610 (Medicine & Health)**

5/3/MUSTIE Weed ruthlessly when it comes to current medical practices. Patrons rely on up-to-date information and outdated information can be dangerous. Keep only the current year plus the previous year (one reference, one circulating) of Physician's Desk Reference (PDR) and other prescription and over-the-counter drug directories, replacing when new editions become available. Do not keep drug guides that are more than three years old regardless. Regularly review books on fast changing topics, such as AIDS, fertility, cancer, and genetics to ensure that the information is up-to-date and accurate.

Anatomy and Physiology do not change as rapidly as other topics. Weed unattractive titles, especially those that lack good illustrations. Retain the current edition of classics, such as Gray's Anatomy in the circulating collection, although historical facsimile editions may be retained in reference indefinitely.

### **629 (Automobile Repair)**

X1/2/MUSTIE Automotive repair manuals don't go out of date, so weed primarily on use and condition. If a repair manual has not circulated in two years, it is no longer of use in your community. They get dirty quickly; discard when they are beyond hope or are falling apart. Be especially ruthless in weeding if your library has access to online databases, such as Chiltonlibrary.com, that provide repair instructions and schematics.

### **630 (Agriculture)**

5/3/MUSTIE Keep up-to-date; be sure to collect information on the newest techniques and hybrids if you serve farmers or ranchers. Books with current information will probably include discussion of biotechnology and genetic modification. Regardless of use, discard books with outdated and dangerous ideas, such as pest control using DDT.

### **635 (Horticulture)**

10/3/MUSTIE General gardening books may be useful for a long time, so circulation is the main weeding criteria. Books about propagation of specific flowers or plants are considered outdated after 10 years. Books that focus on organic gardening and the use of pesticides and chemicals should be reviewed for accuracy and currency of information after five years. Discard books with black-and-white photographs in favor of more colorful illustrations.

### **636 (Pets)**

5/2/MUSTIE Histories of specific breeds don't necessarily go out of date but the collection should include books with current photographs and recent 'best of show' winners. Discard titles for oncetrendy breeds that are no longer popular in your community. Veterinary medicine and animal care has changed significantly in the past ten years. Discard titles that encourage outdated and cruel methods for obedience training and behavior modification.

### **640 (Home Economics)**

5/3/MUSTIE Be ruthless in weeding old cookbooks. Physical condition is the main criteria as cookbooks that are well used become grungy quickly. Also weed books by celebrity chefs and television cooks once their popularity has waned. Weed cookbooks that are based on popular diets (e.g., The South Beach Diet Quick and Easy Cookbook) once the diet is no longer popular. Replace classic cookbooks, such as The Betty Crocker Cookbook, with new editions when available. Books on nutrition and food preparation should reflect current scientific practice. Any titles that mention the four basic

*food groups should be replaced with titles that discuss the food pyramid. Discard books on sewing when the styles reflected in the illustrations and projects are dated.*

### **649 (Child Rearing)**

*5/3/MUSTIE Keep abreast of changing trends and new theories; replace standards like Dr. Spock's Baby & Child Care when new editions are available. Weed books that reflect outdated ideas about gender roles in childrearing.*

### **670 (Manufacturing)**

*10/3/MUSTIE Weed based primarily on use and condition. Keep repair manuals for appliances indefinitely unless the technology is so obsolete that no one in the community is likely to repair the equipment. Some resources may contain information of historical value. Keep works on tools, farm implements, etc. that are still used in your community. Be wary of older books on desktop publishing and printing technology.*

### **700 (The Arts)**

*This Dewey area includes a wide range of disciplines, including topics that change rapidly along with historical treatments that remain useful for long periods of time. Often books are oversized and may be used primarily in the library.*

### **709 (Art History)**

*X/3/MUSTIE Art histories often cover major periods and schools or specific regions of the world. While information may not become dated, watch for cultural, racial, and gender biases. Discard scholarly works that are not useful to your community in favor of materials for students and general readers. Discard books that don't include good reproductions of major works of art.*

### **720 (Architecture)**

*X/3/MUSTIE Histories of architecture may include general surveys or specific time periods and regions. Historical treatments do not date quickly. Books featuring house designs and plans should reflect current building methodologies and current tastes in design. Generally discard home design books*

*after ten years regardless of circulation. Be aware of changes in building codes. Evaluate books on trends (such as feng shui), that feature celebrity designers (Martha Stewart's New Old House), or that are based on television shows (This Old House) when interest has waned.*

### **737 (Numismatics) 769 (Stamp collecting)**

*5/3/MUSTIE Keep stamp and coin catalogues up-to-date, replacing books that provide market valuations and price guides after 5 years. Keep a current edition and one previous edition of price guides that are updated yearly. Consider keeping the current edition of books like The Official Blackbook Price Guide to US Postage Stamps in reference, circulating the older edition if interest is high. Historical treatments of ancient, foreign, and commemorative coins and stamps may be kept indefinitely as long as interest is maintained. Many books on these topics will be used in-house.*

### **740 (Drawing & Decorative Arts)**

*X/3/MUSTIE Books that feature drawing styles and instruction should be weeded based on use and appeal. Retain basic technique books if well illustrated; replace worn and dated materials. Replace books on cartooning and compilations of popular comic strips (Peanuts, Mutts) as they become worn unless interest in the particular cartoon characters has waned. Consider reclassifying graphic novels not based on comic strips from 741 to a unique classification that gathers them together. Although Dewey indicates that graphic novels be placed in 741.5, many patrons prefer that they be shelved in a separate location. Keep all materials on the history of interior design that are in acceptable condition. Discard books that feature general home decorating ideas after 5 years in favor of books that review established and distinct decorating styles (Southwestern, Caribbean). Discard books that feature outdated colors and patterns. Keep books on antiques and collectibles, especially identification and price guides, until new editions are available. Discard books that don't have good photographs or*

*that are simply lists of auction prices without good descriptions. Skills required for most crafts don't change over time. Discard craft books based on use but watch for outdated styles and materials. Discard books on crafts that are no longer popular (macramé) or that feature gender bias.*

### **770 (Photography)**

*5/3/MUSTIE Check closely for outdated techniques, and especially outdated equipment; if in doubt, check with local photography club or buffs. Works about specific photographers, especially historical figures, may be kept as long as there is interest.*

### **791 (Public Performance)**

*10/2/MUSTIE This section can include memoirs of actors and performers writing about their craft and overviews or histories of film genres (e.g., horror film, best western movies). It also includes books of trivia based on popular movies and television shows. Weed based on interest and condition.*

### **793-796 (Games and Sports)**

*10/3/MUSTIE Discard and replace as rules and interests change. Watch for gender and racial bias in sports and athletics. Discard books that have outdated statistics. Handbooks on popular electronic games may be difficult to replace; retain as long as the games are played in your community.*

### **800 (Literature)**

*In most public libraries, general (or popular) fiction is cataloged in a separate area and the 800s are reserved for collections of poetry and prose, literary criticism, and, frequently, works of literature by non-Western authors. See the Fiction section (below) for works of popular fiction. Copyright is not relevant for literature but older editions that are MUSTIE rarely circulate.*

*X/3/MUSTIE Keep basic materials, especially criticism of classic writers. Discard any works of minor writers no longer read in the local schools, unless there is an established demand among the nonstudent population. Discard older editions of classics that have unappealing covers and yellowing pages, replacing with newer copies or paperback*

*editions. Remember that classics that are being read won't be weeded—don't keep classics just because they are classics! Check with local schools and community colleges for assignments or reading lists and check discards against these lists. Discard collections of poetry and short stories that are not being used. Series that collect the 'best' short stories of the year are rarely read after five years. Also consider weeding collections that are not indexed. Discard books of wit and humor that are not circulating. Watch for collections that feature gender or nationality bias and outdated interests and sensitivities.*

### **900 (History and Geography)**

#### **910 (Geography and Travel)**

*3/2/MUSTIE Guidebooks (such as the Fodor series or Mobil travel guides) are outdated within a year or two. Keep no longer than three years. Historical travel guides, especially those that deal with local attractions (books about Route 66, for example), may be kept longer for archival purposes if interest exists. Watch for changes in country names and for political changes that result in new or reformed countries. (Weed books that still refer to the USSR rather than individual countries, for example.) Atlases should be current, except for historical atlases, and replaced after major changes in political divisions occur.*

*5/2/MUSTIE Weed personal travel narratives on use and interest, unless of high literary or historical value.*

#### **930-999 (History)**

*10/3/MUSTIE Consider demand, accuracy of facts, and fairness of interpretation when reviewing histories. Carefully review histories of countries where major political and geographical changes have occurred. Discard older histories that don't reflect the unification of Germany or Vietnam or the break-up of the Soviet Union, for example. Consider discarding personal narratives and war memoirs of World War II, the Korean Conflict, and the Vietnam War in favor of broader histories of these conflicts, unless the author is a local person, or the book*

is cited in a bibliography as having an outstanding style or insight. Discard dated viewpoints (e.g., the McCarthy Era "World Communist Conspiracy" theory of modern history). Retain books that collect primary documents or include archival photographs unless the reproductions are of poor quality.

### **B or 92 and 920 (Biography)**

X/3/MUSTIE Unless the person treated is of permanent interest or importance, such as a U.S. President, discard a biography as soon as demand lessens. Replace biographies of people of ongoing interest with newer titles, at least once a decade, as interpretation of their lives and public perception of their impact will change over time. New information about their activities and accomplishments may be discovered. Ruthlessly weed ghost written biographies of celebrities and biographies that were published immediately following the person's death or a major scandal. Poor quality biographies of major figures should be replaced with better ones, when available. Biographies of outstanding literary value, such as *Boswell's Life of Johnson*, can be kept until worn. Collective biographies usually focus on people from similar disciplines, racial, ethnic, or cultural groups, or geographic areas. Watch for outdated interests and collections that feature gender or race bias.

### **F (Fiction)**

X/2/MUSTIE For most public libraries, circulation is the primary factor for weeding fiction. Discard works no longer in demand, especially second and third copies of past bestsellers. Retain works that are in demand and/or of high literary merit, but replace worn copies with new editions. Discard lesser works by classic authors if they are not circulating. Consider discarding all titles in a series if you are not able or willing to replace missing titles, especially if the books do not stand alone.

### **Graphic Novels**

X/1/MUSTIE Graphic novels are a format, not a genre, and can be classified in the adult, young adult, or children's collection depending on content appropriateness. Most are paperbacks but more and more are being released in hardcover editions. Because of their popularity, consider weeding any title that hasn't circulated in the past year. The exception would be

classics or milestone titles such as *Maus: A Survivor's Tale* that might not circulate as heavily but will be discovered by serious graphic novel readers. Popularity is a major factor in selecting graphic novels and shelf-sitters make it harder for readers to find the graphic novels they are seeking. Condition is also a big factor in weeding. Weed titles that are falling apart, have missing pages, etc., but also consider weeding later titles in a series if you cannot or don't want to replace earlier missing titles.

### **Periodicals (Also Newspapers)**

3/XIX Libraries used to bind most periodicals but the availability of online databases has made this an unnecessary and, in most cases, a wasteful expense. Keep in mind that most patrons rarely refer to a magazine that is more than three years old. Only bind quality periodicals that are in constant use for research (e.g., *National Geographic*) and that are unavailable in online databases. Most popular newspapers are now available online. For the local newspaper, see section, "Local History."

### **Government Documents – Federal Depository Library Program**

3/2/IX The federal depository library program is currently being studied and may likely change in the future. Already many government documents that were previously available in print format are only available electronically. Libraries that serve as official depositories of federal or state documents are required by law to follow established procedures governing weeding outlined in the agreement that established the depository library. For non-depository libraries, documents should be discarded when superseded. Also discard documents that are not being used and are available in electronic format on the Internet. If a government document is cataloged in the general collection, weed according to the guidelines for that Dewey area. Refer to *The Federal Depository Library Handbook*, at <http://www.fdlp.gov/handbook/index.html>, for its suggested core collection by library type. This document indicates whether basic titles are available in print or electronic format.

### **Nonprint (Audiovisual) Media**

*Depending on your collection, nonprint can include a wide variety of formats and the formats are rapidly changing. Except for items of local and regional history and archival materials, most nonprint material can be evaluated on the WORST formula. Current use and condition are more important than copyright date or production date. Although the CREW formula includes copyright criteria, rely more on condition and circulation. Consider weeding any nonprint item that doesn't circulate several times a year.*

**WORST** *Worn out, Out of date, Rarely used, Supplied elsewhere (available through ILL), or Trivial and faddish.*

*Monitor statistics of use for these materials and view/listen to them periodically to determine their condition. See the section, "CREWing Nonprint Media" for more detail on individual formats.*

### **Film Formats**

(DVD, videocassette, Blu-Ray)

*2/1/WORST Videocassettes are disappearing from library collections as suppliers have mostly discontinued the format. If local interest exists, the videocassette collection may remain vital through donations. Examine closely after approximately 150 to 200 circulations. Weed videocassettes that are not circulating at least once a year. Replace worn copies of popular titles with DVD, if possible. Relocate children's videos for use in children's programs only if the library has public performance rights. DVDs may or may not hold up to wear better than videocassettes. Check for scratches and discard if polishing is unlikely to repair the damage. Don't spend a lot of time trying to fix problems! It is generally not worth the time and effort and it takes special equipment to do a good job. Be wary of DVDs that were not produced for use in the United States. Few patrons have players that will play DVDs created for other regions of the world. New formats are developing and as of 2008 Blu-Ray appears to be the winner in the current high definition optical disc format wars. Eventually this format will replace DVDs in library collections although players are backwards compatible so patrons with Blu-Ray*

*players can also use DVDs. Weed based on condition and popularity.*

### **Audio Formats**

(Music, audiobooks)

*X/2/X Music and audiobooks are available in several formats, including vinyl, audiocassette, and compact disc or MP3 disc. Copyright date has little impact on weeding decisions. Few libraries currently maintain collections of vinyl recordings. Most vinyl in public libraries is for musical recordings. If your collection includes them, weed based on use and availability in other formats. Discard when scratched or when the sleeve becomes tattered. Weed music on audiocassette or compact disc formats based on condition and recent circulations. Any item that has not circulated within the past two years is most likely 'dead.' Do not spend time trying to repair audiocassettes. Compact discs are pretty durable, although they are not as indestructible as originally believed. It's probably a good idea to discard any compact disc that is more than 20 years old. If a compact disc can't be cleaned easily and quickly, then discard. Most cleaning equipment can only remove light scratches. Audiobooks are available in audiocassettes and compact disc sets, although many libraries are circumventing the format decisions by subscribing to downloadable services. Weed based on circulation and condition. Discard sets if one or more component is missing unless the producer can supply a replacement (many do this free or for a small fee). It is generally not worth the time to try and repair audiocassettes; you will have limited success cleaning more than minor scratches out of compact discs.*

### **Local History**

*XIX/X Your library is also the logical archives of the community, and, in many cases, of the county. Retain all books on the history and geography of the city and county unless worn and not repairable. Retain local newspapers for up to five years if they are not available electronically or on microfilm. If the library is the only repository for the local newspaper, consider microfilming past editions. Brittle newspaper or fragments have little value in research. Keep local city directories. Keep most books by local authors (even if of minimal literary value) and genealogies of important local families.*

CREW Guidelines for the Children's Collection  
Most children's books can be evaluated in part on the guidelines provided above.  
However, additional considerations must be taken into account and the CREW formula may be different in some cases.

*E (Easy Readers/Picture Books)*

*X/2/MUSTIE Evaluate all materials carefully using MUSTIE as a guide.*

*Replace popular titles that are torn and worn or that have been 'loved' too much.*

*Weed any book that has not circulated in the past two years. Picture books are so heavily used that every title should go out at least once in a two-year period. Discard any books that are not suitable for library use, including those with inferior bindings. Replace*