

Collection Management

The Buffalo and Erie County Public Library System's collections must undergo periodic reassessment to reflect changes in the community and in the Library's goals. Weeding will make space for current materials and reduce damage to books caused by overcrowding and space limitations, ensuring that your library's materials are attractive, useful and accessible to your patrons.

General guidelines for collection management are adapted from the **CREW** method. **CREW** stands for **C**ontinuous **R**eview, **E**valuation, and **W**eeding. The **CREW** method gives six general criteria for considering weeding an item from the collection which are summarized with the acronym **MUSTIE**.

- M** = Misleading – factually inaccurate
- U** = Ugly – worn beyond mending or rebinding
- S** = Superseded – by a new edition of/or by a much better book on the subject
- T** = Trivial – of no discernible literary or scientific merit
- I** = Irrelevant to the needs and interests of the library's community
- E** = Elsewhere – the material is easily obtainable from another library

The two factors that contribute to materials evaluation are age and usage and are placed into a simple formula. An example of a formula is:

5/ 3/ MUSTIE

In the above example, the five refers to age - anything over five years old may be considered for weeding. The three refers to the circulation - anything that has not circulated in over three years may be considered for weeding. **MUSTIE** refers to the criteria listed above. Age and/or circulation may not be a factor in some subject areas. The numbers will then be replaced by an X, for example:

X/ 3/ MUSTIE

Media, by the nature of the format, should be evaluated by circulation and condition rather than age or copyright. Criteria for weeding are summarized by the acronym **WORST**.

- W** = Worn out – cracked, scratched, grainy, fuzzy, or previously repaired
- O** = Out of date – dated and/or inaccurate
- R** = Rarely used
- S** = Supplied elsewhere
- T** = Trivial or faddish

A similar formula will be applied, but without the age, such as:

2/WORST

In the above example, the two indicates that items that have not circulated in the last two years may be considered for weeding, and WORST refers to the criteria listed above.

(Adapted from *CREW: A Weeding Manual for Modern Libraries*. <http://www.tsl.state.tx.us/ld/pubs/crew>)

The following guidelines are broken down into types of materials and formats for easier and more specific evaluation.

DVD & VHS - Adult and Juvenile

Adult Music

Juvenile Music

Adult Nonfiction

Adult Fiction

Adult Fiction & Nonfiction Audiobooks

Young Adult Fiction & Graphic Novels

Juvenile Fiction

Juvenile Nonfiction

Juvenile Audiobooks

Juvenile Media Kits

Magazines

Generic Adult, YA & J Paperbacks and Board Books

Reference

Material Type/Format -- DVD & VHS

Weeding Criteria

1/WORST

- Consider replacement copies for high demand titles
- Aggressively weed videocassettes - Most videocassettes can be expected to last between 200 and 250 plays.
- Consider replacing titles on Videocassette with DVD format
- As with Nonfiction print materials, aggressively weed Medical and Science informational DVDs and Videocassettes for accuracy of information
- All Holiday/Seasonal titles should be evaluated and weeded *after* the holiday. A title that did not circulate during the holiday season should be withdrawn.

Exceptions

- Watch trends
- Special consideration should be given for Documentaries, Do-it-Yourself, Shakespeare and Series titles
- Some videocassettes may have programming value - consider removing from circulation and saving behind the scenes

Library Location Specific Guidelines

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Material Type/Format -- **Adult Music**

Weeding Criteria

CD -- 1/WORST

CD Media Kits -- 3/WORST

- Consider replacement copies for high demand titles
- Weed "One Hit Wonders"
- All Holiday/Seasonal titles should be evaluated and weeded *after* the holiday. A title that did not circulate during the holiday season should be withdrawn.

Exceptions

- Series or collections, such as classical or jazz collections

Library Location Specific Guidelines



Material Type/Format -- **Juvenile Music**

Weeding Criteria

2/WORST

- Aggressively weed cassettes

Exceptions

- Watch trends

Library Location Specific Guidelines

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Material Type/Format -- **Adult Nonfiction** (Regular and Large Print)

Weeding Criteria

7/2/MUSTIE

- Consider ordering replacement copies for worn but highly used titles
- Check for newer editions
- Travel Guides - 3/1/MUSTIE

Exceptions

- Keep local history and special interest books (local author, smaller press/limited edition)
- Weed Medical books aggressively - every 3 years & check yearly for updated editions
- Science/Technology books - every 5 years & check yearly for updated editions
- Civil Service titles - Weed for currency of test, condition, validity and reprint status
- National Learning Corporation materials - Weed for condition and check for reprints
- Keep Classic works on a subject

Library Location Specific Guidelines

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Material Type/Format -- **Adult Fiction** (Regular and Large Print)

Weeding Criteria

10/2/MUSTIE

- Consider replacement copies for high demand titles
- Weed duplicates of best-sellers when demand diminishes
- Consider replacing titles in an incomplete series, or weed entire series according to demand

Exceptions

- Series, Reading List, and Classics as local need dictates

Library Location Specific Guidelines

Material Type/Format -- **Adult Fiction & Nonfiction Audiobooks**

Weeding Criteria

Fiction -- 7/2/MUSTIE

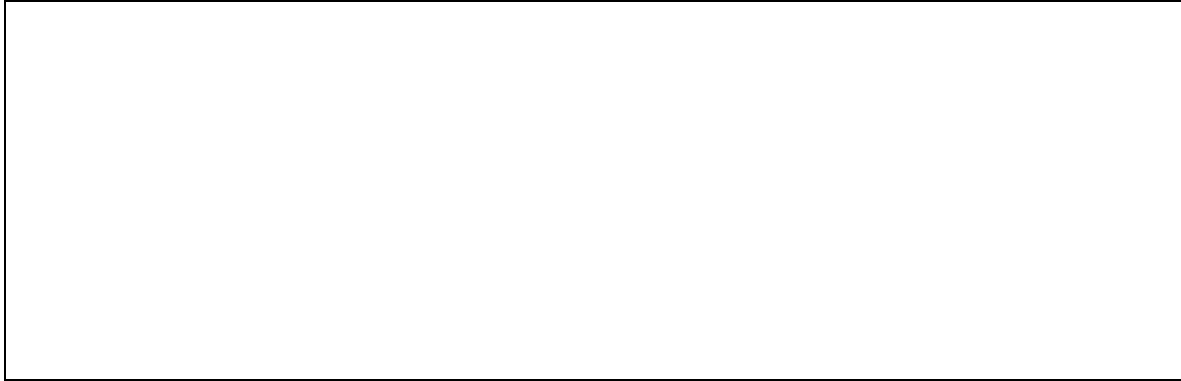
Nonfiction -- 5/2/MUSTIE

- Weed cassette when CD is owned – consider replacing cassettes with CDs
- Weed abridged when unabridged is owned
- Check Validity of Nonfiction titles – Is information out of date or inaccurate?

Exceptions

- Keep high demand Classics, Reading List and Series titles in both cassette and CD format
- Keep cassettes that circulate well if we do not own compact disc.
- Discard duplicates unless title has a very high circulation.

Library Location Specific Guidelines



Material Type/Format -- Young Adult Fiction & Graphic Novels

Weeding Criteria

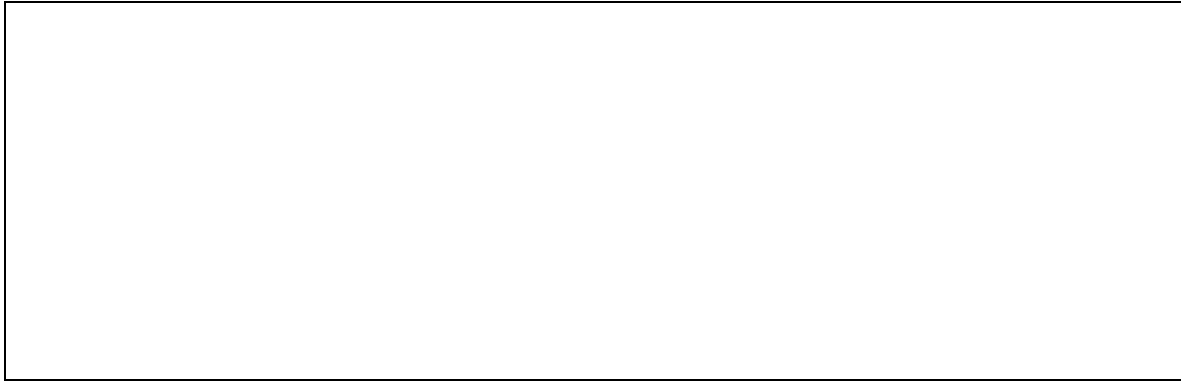
X/2/MUSTIE

- Consider replacement of high demand hard cover titles with tradepaper or paperback formats as preferred by the age group
- Consider weeding a series that is no longer popular, especially if incomplete

Exceptions

- Popular Series and Reading List titles

Library Location Specific Guidelines



Material Type/Format -- **Juvenile Fiction** - (includes jGraphic Novels, jReaders, jPic)

Weeding Criteria

X/2/MUSTIE

- Consider weeding a series that is no longer popular especially if incomplete
- Replace popular series titles
- Replace Picture books and Readers with hard cover whenever available
- Replace jFic with paperback format as preferred by the age group

Exceptions

- Reading lists
- Classics and Award winners – but only if locally in demand. Many award winners, ie. early Newbery, are not in demand and should not be retained.
 - Consider reordering attractive copies of Classics and Award winners if circulation warrants.

Library Location Specific Guidelines

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Material Type/Format -- **Juvenile Nonfiction**

Weeding Criteria

5/2/MUSTIE

- Changing technologies and Sciences -- 3/2/MUSTIE
- Folklore/Fairytales -- X/2/MUSTIE
 - Look for quality illustrations and retelling of story, and replace with attractive editions

Exceptions

- History, Poetry, Drawing – keep older if in good condition and quality content

Library Location Specific Guidelines

Material Type/Format -- **Juvenile Audiobooks**

Weeding Criteria

X/2/MUSTIE

- Aggressively weed cassette audiobooks, especially if title is duplicated in CD format
- Consider replacing cassette audiobooks with CD format
- Weed Holiday/Seasonal titles *after* the holiday

Exceptions

- Reading list and classic children's literature titles

Library Location Specific Guidelines

Material Type/Format -- **Juvenile Media Kits**

Weeding Criteria

X/2/MUSTIE

- Aggressively weed media kits with cassettes
- Replace media kit bags for condition
- Consider recycling picture book when audio part is damaged or missing – change item type

Library Location Specific Guidelines

Material Type/Format -- **Magazines**

Weeding Criteria

Age of Material

- Weekly magazines should be weeded after six months.
- Monthly magazines should be weeded after one year.

Condition

- Discard magazines that are heavily worn or damaged.

Exceptions

You may choose to retain indexed or popular magazines (like *Consumer Reports*) longer.

Library Location Specific Guidelines

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Material Type/Format - Generic Adult, YA & J Paperbacks and Board Books

Weeding Criteria

2/1/MUSTIE

- Weed for condition and space

Material Type/Format -- Reference

Weeding Criteria

Age of Material - Has the source been updated by a newer edition or a better source?

Usage - How often is the source used? When was it last used?

Validity - Does the source contain information that is out of date or inaccurate?

Online Availability - Is this source available through an online database or an authoritative website?

Relevance - Is the source relevant to the community served?

Condition - Is the source worn beyond mending?

Recommendations

Five "Must Have" Quick Reference Sources:

- One current set of the World Book Encyclopedia (published within the past 5 years, older edition can be made circulating as long as it is not more than 5 years old)
- One current World Almanac and Book of Facts (update annually, older edition can circulate)
- One current Dictionary (updated every 3-4 years to reflect language changes)
- One current World Atlas (no more than 5 years old)
- One current U.S. Road Atlas (no more than 2 years old)

In addition:

- A "Lean and Mean" Reference Collection is recommended.
- Consider removing books from Reference that are not being used and circulate them instead (as long as they are not outdated or extremely expensive)
- Discard large Reference sets that are available through our online databases. For example, Contemporary Literary Criticism is available through Literature Resource Center.
- Medical Reference should be very current. Outdated medical information can be dangerous.
- Legal Form books should be current. Older, outdated editions should be discarded.
- Commonly used Foreign Language Dictionaries should be updated at least every 5 years (this depends on the population served)

Remember many sources are now available online

Exceptions

- Local History Collections (one of a kind sources)

Library Location Specific Guidelines

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