

## RE-EVALUATION (WEEDING) POLICY FOR THE SCHOOL LIBRARY (K-12)

### Rationale

Weeding is a planned, thoughtful action undertaken by the Media Specialist for the purpose of maintaining a current, attractive collection. Materials in which any significant portion of the information is outdated should be removed. The K-12 student does not typically make a distinction between current information and books that are being retained as a record of past theories and thinking on a particular subject. The school library, while retaining some materials for historical interest, should not be an archival collection.

Worn, unattractive covers and damaged bindings do not promote respect for or proper handling of materials. Outdated texts decrease the credibility of the entire collection,.

Shelves that are crowded with unused books are unattractive, do not invite browsing, and do not contribute to the circulation of materials.

### Teacher Evaluation

A list of all weeded materials will be made available to all faculty members. These materials, along with their catalog records, will remain in storage for a period of one year in a manner that will be accessible to teachers for their evaluation of these materials.

### Disposal

At the end of the re-evaluation period, efforts will be made to place unwanted materials with libraries or other agencies that may put them to use.

A book sale may be held at the discretion of the Board of Education.

Materials that remain should be recycled if possible, or disposed of in a responsible manner.

### Replacement

The re-evaluation process will help identify areas of the collection most in need of development. While we do not expect to replace materials volume for volume, future budgets for collection development should be planned and acquisitions made with these areas in mind.

### Guidelines for Re-Evaluation of Library Materials

**Fiction** – If a book has not been check out for a period of 5-10 years, it should be considered for removal,. Exceptions include the classics, irreplaceable items of continuing interest, books by Ohio authors, and historical fiction that deals with areas addressed in the curriculum.

**Non-fiction**—Different areas of the collection require varying guidelines for re-evaluation. Books on philosophy, religion, folklore and the natural sciences are of more enduring value than those dealing with technology, occupations, travel and cultural aspects of nations.

Lack of circulation in a non-fiction work does not always imply lack of use in the library or even in the classroom. Publication dates, physical condition, and a review of the contents of a title are all determining factors.

Duplicate copies, out-of-date almanacs and encyclopedias, or single volume reference materials that have been superseded by newer editions should be considered for withdrawal from the collection. An exception is that a sufficient number of copies of a particular item be kept (in storage) for teaching a particular reference item.

### Audio-Visual materials

Videos, filmstrips, and records that are obviously outdated and are unused for a period of two to three years should be withdrawn. These materials should be subject to the same teacher evaluation and disposal process as are withdrawn books.

Re-evaluation of library materials should be the job of the librarian, with the possible assistance of a library aide. Since it is a subjective process, it is not recommended that volunteers or community members become involved.

### PROCEDURE

1. Books that are pulled are placed on book trucks or in clearly labeled boxes for teachers' evaluation.
2. Catalog cards and shelf list cards are pulled and kept in a separate file.
3. A list of the pulled books and other materials will be made available to the faculty.
4. At the end of the evaluation period, pockets, cards and spine labels are removed and books are stamped "discarded."
5. Disposal of materials shall be in accordance with the school's re-evaluation policy.

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