CREW Guidelines by Dewey Class

On the following pages are the CREW guidelines arranged by Dewey classifications. An Overview Chart of the CREW Formulas, that you may copy and bring to the shelves with you, is included in the Appendix of this manual.

In all cases, weeding decisions are ultimately based on the professional judgments of the library staff responsible for the selection of materials. While the CREW formula may be used as a guide in making weeding decisions, these guidelines can and should be adjusted to meet the needs of the specific library. Feel free to substitute numbers that reflect the library's mission and goals. For example, a library that focuses on popular materials as a major part of its mission may need to discard fiction books and entertainment films after a shorter period without use in order to keep the collection very up-to-date.

Carefully consider all the factors involved in the weeding process, rather than automatically discarding an item with an older copyright date.

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)

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)

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)

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)

The most current encyclopedia is probably the one available online through TexShare or through your state’s shared database resources, 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

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)

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 maintain 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 / MUSTI
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 / MUSTI
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 / MUSTI
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 / MUSTI or 5 / 3 / MUSTI
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.

Use 10/3/MUSTIE except for areas of rapid change, which are 5/3/MUSTIE. This area can be difficult to weed because (a) many of the items are donated and librarians fear criticism from the donors, and (b) religious works SEEM like they should never go out-of-date. However, the language becomes dated, especially in books of sermons and religious thought. Keep classics by famous theologians as long as they are popular and in good condition. Weed superseded editions.

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 in Texas should have at least one general almanac and the Texas 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)

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; in Texas check with your Library System to see if you have access.

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)

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)
52 (Law)

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)
52 (Public Administration)

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)

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)

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)

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)

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)

Keep standard works of folklore indefinitely; weed according to use and MUSTIE factors. Folk tales 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 folk tales will be classified in the children’s collection.

400 (Language)

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.

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)

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)

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 focus 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

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

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.

Weather 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

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)

X/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 once-trendy 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 cookbook. 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

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

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

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

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)**

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 Black Book 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)**

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
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
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
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.

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 non-student 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)

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.

Weed personal travel narratives on use and interest, unless of high literary or historical value.

930-999 (History)

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.
Biographies

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.