

Collection Development Policy – Appendix C: Weeding and Repair Guidelines

Weeding and Repair - Overview

The Wilsonville Public Library maintains a regular schedule of weeding for all collections. The weeding process involves removing materials with declining popularity or usefulness. Weeding is essential to maintaining a useful and vibrant library collection. The results of a thoughtful and consistent weeding process include:

- Plenty of space on the shelves for new items
- Informational materials that are more current and accurate
- Greater visual appeal of library collections
- Easier, more efficient browsing experiences for patrons
- Increased opportunities for face-out displays
- Responsive adjustments to changes in society and in publishing

When materials are removed from the collection, the library explores several options to re-purpose the items, including:

- Giving to the Friends of the Library to sell online or at their bookstore
- Offering them to library visitors through the “free” shelf in the lobby
- Offering them to other community book outlets, such as Little Free Libraries, when appropriate
- Recycling materials when possible if they are not used by the Friends or patrons

When items are damaged, library staff may elect to repair, rather than weed, on a case-by-case basis. While most items in poor condition will be discarded or replaced with new copies, repair can be the best option for hard-to-replace items that still have value to the collection.

Weeding and Repair - General Guidelines

Upon finding books that are in disrepair, staff should put them on a designated shelf for review by a designated selector. Decisions of which items to weed (and what to repair) generally fall within the purview of the Adult and Children’s Services Librarians. Adult and Children’s materials (as well as separate collections within each of those areas) will require differing particulars with regard to weeding. Therefore, the main selector for each collection should also be in charge of weeding the collection.

As of this writing, there is a dedicated staff member, with appropriate repair tools, who is responsible for repairs to selected books and other materials. If, in the future, the repair position is eliminated or limited, the standard for deciding whether materials are suitable for repair (rather than discarding or replacing them) may shift accordingly. In general, weeding or replacing materials should be preferred to repairing them, due to the staff time involved in repair, and the overall look of the collection.

In reviewing materials for weeding, there are no absolute rules in deciding whether to discard, repair, or resshelf books. In general, however, selectors may use the following criteria:

Books:

Age/topicality of item – Does the book contain outdated or invalid information? In this case, the tendency should usually be to weed the item. Where possible, the selector should ensure that outdated nonfiction books are replaced with more topical or relevant titles to maintain breadth. If nothing newer and/or better is available on a given nonfiction topic, however, extra care should be taken when deciding to discard the worn copy.

Fiction books are generally easier to weed, although the selector should keep in mind that fiction ‘classics’ often circulate poorly. These should not be heavily weeded if the goal is to preserve the breadth of the fiction collection. Classic titles can usually be replaced by new copies without difficulty.

General physical condition of item – Selectors should ask whether the item looks good on the shelf. Is the spine broken or bent? Would a new plastic jacket or a shot of cleaning spray improve its appearance by enough to make it shelf-ready again? Selectors should prefer discarding or replacing to repair, however.

Scarcity of item – Certain categories of books, including large-print and hardcover science fiction titles tend to be very costly to buy in identical form from the second-hand market. Decisions to discard these titles should therefore be made more carefully, as if they are high- or steady-circulation items, it may be better to preserve the hardback, even in less than ideal condition, than to replace it with a paperback.

A/V:

In general, A/V items (especially fiction) can be weeded based on circulation figures. Care should be taken, where possible, to keep films or audiobooks that are likely to retain some popularity or that might become classics. A/V materials should only be kept if they are in good condition and free from scratches and skips. A periodic review of an item’s total circulation numbers (e.g. >300 circs) can be useful in determining whether a given A/V item might need to be checked for cleaning or replacement. Ephemeral popular items can be rapidly weeded when demand dies. At this writing, Wilsonville Library owns a CD/DVD polishing machine that can be used to buff the mild to medium scratches out of most types of A/V discs, extending their shelf life.

E-Materials

E-materials are not under the direct control of Wilsonville Library, and we therefore have no say in what is weeded. However, when weeding in print and A/V collections, the selector should take into account whether our e-material collections have a generally available e-copy of the title that could serve as a backup copy for less popular physical material that is or should be weeded.

Other Collections

Other Library collections (e.g. Library of Things, puzzles, etc.) should be weeded as it seems necessary. More specific information on how to decide on the suitability of items in these collections can be found in the collection descriptions in the body of this document.

WEEDING PROCESS

There are two methods for weeding a given collection:

1. Ad Hoc – Shelves may be weeded by hand, usually looking for items with unnecessary extra copies, or those that seem older, worn, or superseded. This type of weeding can (and should) be undertaken at any time, and will strengthen the overall appearance of the collection.
2. Generated List – All collections should be reviewed at least once per year using a customized weeding list generated by the catalog software. Currently, Wilsonville Library uses Blue Cloud Analytics as the resource to create Generated Lists. Selectors should contact the Adult Services Librarian and Youth Services Librarian for further information on the use of Blue Cloud Analytics. Generally, only items that have been on the shelf more than two years should be eligible for weeding. Some factors to consider in judging the fitness of given items within a collection are:
 - Number of circulations (both in the current year, and total)
 - Last checkout date
 - Date item was added to collection
 - Publication date

The Generated List method can give a very thorough result, but special care should be taken not to decimate a given area of a collection. In non-fiction, many subject areas have lower than average circulation, and a selector who weeds robotically from a list will clear-cut whole sections of the nonfiction collection unnecessarily. *Just because an item appears on a generated list does not mean it **must** be discarded!*

Finally, different collections should focus attention on aspects of weeding. The Travel collection is (one) example of a collection where a selector should place special emphasis on keeping only the newest materials, while in Fiction collections, weeding best practice might be more focused on keeping each of the three volumes of a trilogy on the shelf.

Weeding Schedule *(to begin January, 2022)*

This weeding schedule's intent is to provide selectors with timelines to weed their assigned collections during the course of a calendar year and inform library staff of weeding timelines. The schedule also provides an opportunity for selectors to report on the size of their collection with any recommendations to increase, reduce or maintain current level to Adult and Youth Services Librarians. Weeding of assigned collections may happen during the month the weeding needs to be completed, typically this weeding time frame occurs with smaller sized collections. Larger sized collections typically would be weeded throughout the year and be completed by the assigned completion month. Selectors should inform library staff of any sizeable collection weeding done outside of the weeding schedule.

WVPL Collections and Selectors - Updated August, 2024

Area	Collection	Staff	Time Commitment	Collection Weeded By	Size of Collection Reported By
Children's	Board Books	Jo	Low	February	February
Children's	Picture Books	Jo	High	December	December
Children's	Early Readers	Ann	Medium	August	August
Children's	First Chapter	Sam	Medium	April	April
Children's	Fiction	Sam	High	December	December
Children's	Graphic Novels	Ann	High	November	November
Children's	Nonfiction	Jo	High	November	November
Children's	Nonfiction Series	Jo	Low	March	March
Children's	Spanish	Crystal	Medium	August	August
Children's	Parenting	Jo	Low	February	February
Children's	DVDs	Ann	Medium	March	March
Children's	Audiobooks	Jo	Medium	April	April
Children's	Kits (inc Wonderbooks)	Jo	Low	May	May
Children's	Music CDs	Sam	Low	February	February
Children's	Magazines	Jo	Low	January	January
YT	Fiction	Sam	High	December	December
YT	Nonfiction	Jo	Medium	November	November
YT	Graphic	Sam	High	November	November
Teen	YA Fiction	Jo	High	December	December
Teen	YA Graphic Novels (inc Manga)	Brad	Medium	April	April
Teen	YA Nonfiction	Brad	Low	February	February
Teen	YA Spanish	Crystal	Low	February	February

Area	Collection	Staff	Time Commitment	Collection Weeded By	Size of Collection Reported By
Adult	General Fiction	Shasta	High	December	December
Adult	Best Sellers / Lucky Day	Shasta	Medium	As Needed	June
Adult	Mystery	Malia	Medium	July	July
Adult	Science Fiction	Malia	Medium	May	May
Adult	Western	Malia	Low	March	March
Adult	Christian Fiction	Malia	Low	February	February
Adult	Graphic Novels	Ethan	Low	April	April
Adult	Large Print	Malia	Medium	June	June
Adult	General Nonfiction	Greg	High	December	December
Adult	Nonfiction Sections: 680-699 + 700-799	Burton	High	December	December
Adult	Northwest	Greg	Low	February	February
Adult	Audiobooks	Burton	Medium	June	June
Adult	CD Music	Burton	Low	March	March
Adult	DVDs	Malia	Medium	June	June
Adult	Library of Things	Angelika	Medium	June	June
Adult	Spanish	Crystal	Medium	June	June