



Dare to know

Deaccessioning and Weeding Guidelines

Overview

The Barton Library regularly assesses its materials to ensure that the needs of its patrons are being fulfilled. We strive to maintain a current, appealing, and valuable collection by updating essential resources. Items that are damaged, worn, outdated, lack academic relevance, or are no longer in demand are systematically and continuously removed from the collection.

Deaccessioning, often referred to as “deselection” or “weeding,” is the careful process of removing materials from the library's collection. This practice is essential to ensure that the Library continues to support current educational needs and maintain a relevant and useful collection.

Criteria for Weeding

The Barton Library will regularly assess its materials to identify items for weeding. Reasons for removing materials include:

- The materials no longer align with the curriculum.
- The information contained in the materials is outdated.
- The items are damaged beyond reasonable repair.
- The materials pose environmental, safety, or health risks.

Weeding Process

Library staff will utilize the [CREW Method](#), which guides the evaluation and deselection of library materials, to conduct this process consistently.

Disposal of Weeded Materials

The Director of Library and College Archives is authorized to manage the disposal of weeded print materials. The following options will be considered for surplus items:

- Materials may be donated to the Library's Free Books program.
- Donations may also be made to other libraries within the College's service area or the Central Kansas Library System.

After offering these items to affiliated libraries, any remaining books will be recycled.

The Director will provide a report to the College Comptroller detailing the number of materials weeded and their estimated monetary value.

Contact(s): Director of Library and College Archives

Related Forms:

Relevant Guideline(s) or Plan(s): [Collection Development Plan](#)

Approved by: Darren L. Ivey

Effective: 03/03/2014

Revision(s): 10/06/2021; 01/02/2024; 07/08/2024; 08/08/2024; 01/27/2025
