

CREW Guidelines for Weeding

The following table outlines suggested weeding timelines for materials in the library collection, based on their Dewey classification.

Each classification is matched to a formula, made up of three sections:

10 / 5 / MUSTIE

1. The first figure (10 in the above example) refers to the years since the book's latest copyright date (age of material in the book);

2. The second figure (5 in the above example) refers to the maximum permissible time without usage (years since its last recorded circulation);

3. The third refers to the presence of various negative factors, called MUSTIE factors, which will influence the weeding decision.

For a book with the above formula of **10/5/MUSTIE**, you might consider a book for weeding when the last copyright date recorded is more than ten years ago, and/or hasn't circulated in five years, and/or possesses one or more of the MUSTIE factors.

Source: *CREW: A Weeding Manual for Modern Libraries*, Texas State Library and Archives Commission, Austin, Texas, 2012.

MUSTIE Factors

MUSTIE is an acronym for six negative factors that may signal a book for weeding.

M = Misleading (and/or factually inaccurate)

U = Ugly (worn, dirty, beyond mending)

S = Superseded (by a new edition, or a new, better book on the same subject)

T = Trivial (of no discernible literary or scientific merit)

I = Irrelevant to the needs and interests of the community

E = Elsewhere through interlibrary loan, reciprocal borrowing, or electronic format.

See page 47-48 of the CREW Manual for a full overview of these different criteria.

WORST Factors

The **WORST** factors are similar to the MUSTIE factors, but apply to non-print materials.

Depending on your collection, nonprint can include a wide variety of formats and the formats are rapidly changing. Except for items of local and regional history and archival materials, most nonprint material can be evaluated on the WORST formula. Current use and condition are more important than copyright date or production date. Although the CREW formula includes copyright criteria, rely more on condition and usage. Consider weeding any nonprint item that doesn't circulate several times a year.

W = Worn out;

O = Out of date;

R = Rarely used;

S = Supplied elsewhere (available through interlibrary loan);

T = Trivial and faddish (of no discernible literary or scientific merit).