



Review Question Answers

Chapter 11: Collection Maintenance

1. What is the single most important activity of a collection developer?

Maintaining the collection

2. What is weeding a collection?

The process of ridding a library's stacks of unused and useless material

3. What steps should be completed before weeding a collection?

- a) Review your collection development policy and other documents*
- b) Get library staff, administrators, and others involved*
- c) Schedule the time and develop a plan*
- d) Decide how to monitor your progress*

4. List the information you'll need to undertake a weeding project.

- a) Usage statistics and other collection information*
- b) Community information*
- c) Collection evaluation findings*
- d) Bibliographies*

5. What materials should you have when you begin weeding?

- a) Weeding plan*
- b) Supplies and equipment such as paper and writing tool*

6. What is the name of the Texas State Library and Archives Commission's weeding method? What does it stand for?

CREW

C: Continuous

R: Review

E: Evaluation

W: Weeding

7. What criteria do many libraries use in the weeding process?

- a) *Condition*
- b) *Use (how often is the material used?)*
- c) *Is material misleading or inaccurate?*
- d) *Has material been superseded?*
- e) *Do you have duplicate material?*
- f) *Is material trivial and/or irrelevant?*
- g) *Space for material*
- h) *Balance*