

Out With the Old, In With the Gold:

Inventory & Weeding Made Easy

A Practical Guide for Library Staff and Media Specialists

Spring ISD Library Services

Professional Development

Presented by: Kathy Ellis

Smith Elementary School



Session Objectives: Inventory & Weeding Goals

By the end of this session, library staff and media specialists will be equipped to:



Core Rationale

Understand the core rationale behind conducting regular inventory and collection weeding.



MUSTIE Criteria

Learn how to confidently apply the standard MUSTIE criteria to evaluate materials.



Space & Appeal

Discover actionable strategies to enhance physical library space and visual appeal post-weeding.



Action Plan

Develop a targeted collection development plan for acquiring new, highly relevant materials that serve your community.



If Your Library Could Talk...

Interactive

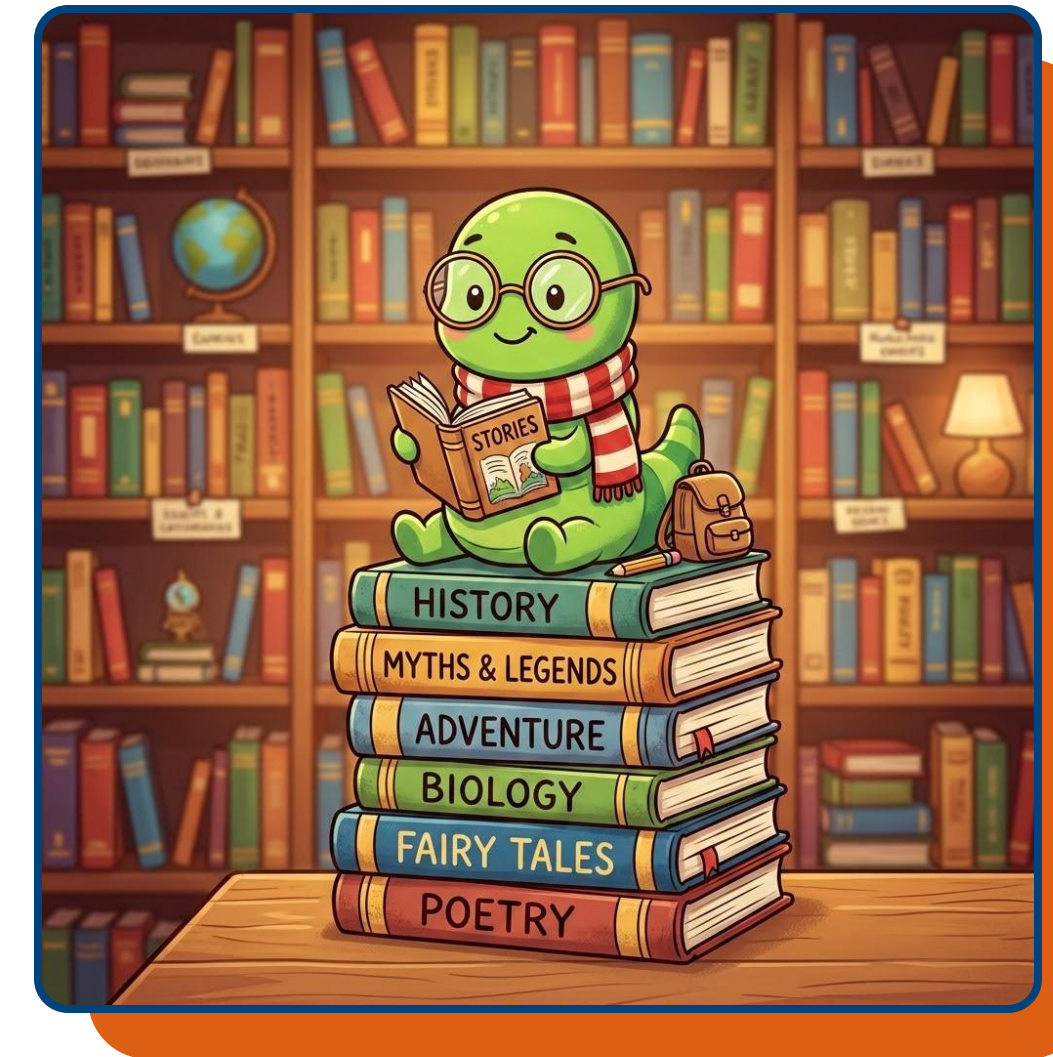
Imagine if your library shelves could talk...

"I'm overflowing with 1990s travel guides!"

"Students can't find the new graphic novels!"

A cluttered, overstuffed library hides the true gold. Weeding isn't simply about throwing books away; it is a vital practice of revealing the treasures your patrons actually want to read.

 **Let's explore how removing the noise amplifies the value of your collection.**



Transforming the Space

Improving Library Appeal

Removing excess inventory creates essential physical space for dynamic end-cap displays, collaborative seating areas, and interactive learning zones.

Best practices dictate that library shelves should ideally be no more than 75% to 85% full. This capacity allows for easy browsing, proper book handling, and attractive face-out book displays.

A well-weeded, breathable environment feels modern, welcoming, and significantly less overwhelming, especially for reluctant readers navigating the stacks.



The MUSTIE Method

Step-by-Step Weeding Criteria

M

Misleading

Factually inaccurate or outdated information.

U

Ugly

Worn, torn, or damaged beyond reasonable mending.

S

Superseded

A newer edition or a significantly better source is available.

T

Trivial

Of no discernible literary or scientific merit.

I

Irrelevant

No longer aligns with the needs and interests of your community.

E

Elsewhere

Easily obtainable from another local library or database.

Inventory & Weeding Go Hand in Hand

Apply the MUSTIE Criteria During Collection Evaluation

Inventory is the perfect time to evaluate your collection. As you scan shelves, set aside books meeting these criteria for later review.

M

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Factually inaccurate, obsolete, or outdated information.

U

Ugly

Worn, badly damaged, dirty, or beyond physical repair.

S

Superseded

A newer edition or significantly better resource exists.

T

Trivial

Of little educational, scientific, or literary value.

I

Irrelevant

No longer supports current student interests or curriculum.

E

Elsewhere

Easily obtainable from another library or digital source.

RECOMMENDED WORKFLOW: WEED FIRST → DELETE SECOND → DISPOSE LAST

1. Inventory

The essential baseline process that systematically scans the shelves and identifies books needing attention.

2. Weeding

The professional evaluation and final decision-making process to keep or remove the flagged materials.

3. Deleting

The database administrative step that permanently updates records in the Destiny library catalog system.

Building the Gold: Post-Weeding Collection Development

1st Semester - Weeding Timeline & Targets

Strategic Action Window

5%

Weeding Target

6

Months to Act

To maintain a healthy, high-quality collection, your weeding numbers must reflect **5% of your current inventory**.

Your inventory is typically completed by **May of the school year**, establishing your baseline collection size.

You then have a **6-month window** to complete weeding. However, completing this early gives you a clearer view of exact purchasing needs.

Goal: Complete Weeding by end of October

Once you weed, you will have a better understanding of what your collection needs. Ordering needs to be completed by the **end of December**.



May — Baseline Established

Inventory wrap-up provides the official baseline count for your collection.



July to December (OCTOBER) — Weeding Period

A 6-month window to select and remove outdated or worn materials.



December — Ordering Deadline

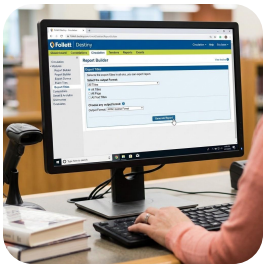
All new collection development acquisitions must be requested and finalized.



Inventory: Managing Your Data

Data Sourcing & Spreadsheet Organization

Once baseline inventory is finalized, export raw records to Google Sheets. Construct 5 target tabs to systematically filter and track your collections' health.



Step-by-Step Data Export Workflow

Access statistics via Destiny's "Copies Lost (See Details)" → Sort globally by **Date Lost** → Copy and paste dataset into a Google Sheets workbook to build your master control sheet.

01

LOST

Criteria: Marked "Lost" during 2025 - 2026 Inventory.

Action: Retain as active loss records; keep searching shelves. Do ***not*** weed if currently checked out to students.

02

LOST < 2023

Criteria: Books missing across three or more inventories.

Action: Segment legacy losses out of active search lists. Relocate these long-term missing copies to weeding review.

03

PENDING

Criteria: Copystatus lists "Payment Pending".

Action: Strict hold. These items are tied directly to active student accounts. **Do NOT weed**; keep in account limbo until fine resolution or graduation.

04

SATISFIED

Criteria: System copy status displays "Fine Was Satisfied".

Action: Delete these books during the active "Weeding Window".

05

WEED

Criteria: Satisfied fines, long-term losses, damaged, or obsolete copies.

Action: Start active weeding process July 1. This list dictates database deletions and establishes purchasing gaps.

Building the Gold: Post-Weeding Collection Development

Analyzing Your New Collection

Follett Titlewave® Analysis



The next critical phase after physical inventory and weeding is auditing your remaining assets. Run a comprehensive **Follett Titlewave Analysis** to look at the health of your holdings.

This evaluation provides data-driven evidence of what your collection is lacking, allowing you to align your upcoming budget strategically.

Once the outdated and worn materials are weeded, the true gaps in your collection are revealed. A **Titlewise Analysis** serves as the bridge between your clean inventory baseline and your future strategic purchasing.

Identify Lacking Subject Areas

Pinpoint precise gaps in key curricular subjects, literary genres, and student interest categories to build targeted purchase orders.

Analyze Collection Age & Relevance

Track the average publication year across classifications. Ensure your non-fiction collection stays current and aligned with evolving curriculum standards.

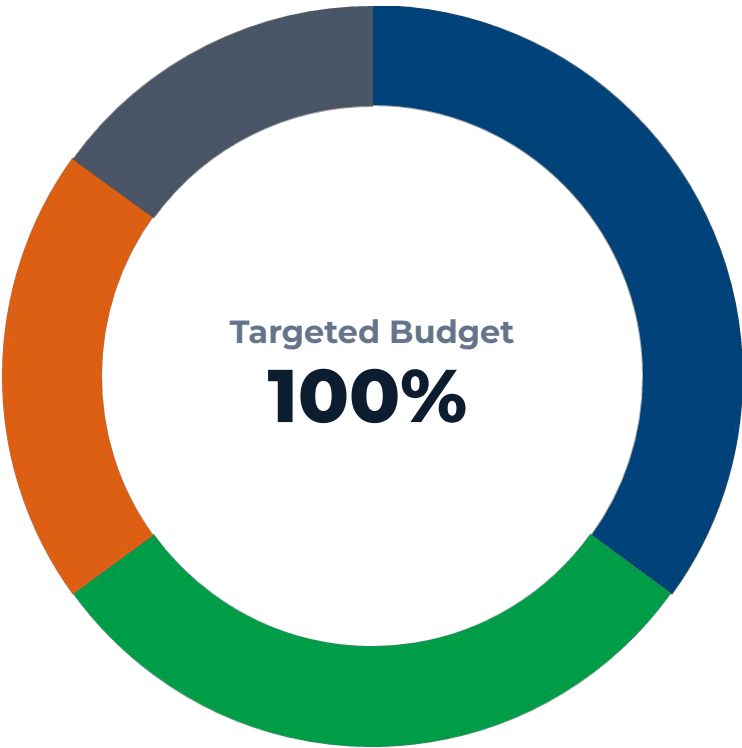
Balance and Diversify Holdings

Utilize objective analysis reports to establish correct ratio distributions among print, digital, and high-interest modern formats.

Building the Gold: Post-Weeding Collection Development

Budget Allocation & Priorities

Strategic Funding Distribution



Funds strategically allocated to replace weeded materials with high-quality, high-engagement content.

Once outdated materials are cleared, leverage your recent **circulation data** and **direct patron requests** to drive new acquisitions. A targeted plan ensures funds are strategically spent on high-quality "gold" that directly serves your community.



35% — Diverse Voices

Prioritize representative narratives, multicultural perspectives, and inclusive stories.



30% — High-Interest Formats

Expand high-demand collections including manga, graphic novels, and popular series.



20% — Recent Non-Fiction

Acquire up-to-date, factually accurate materials supporting campus curricula.



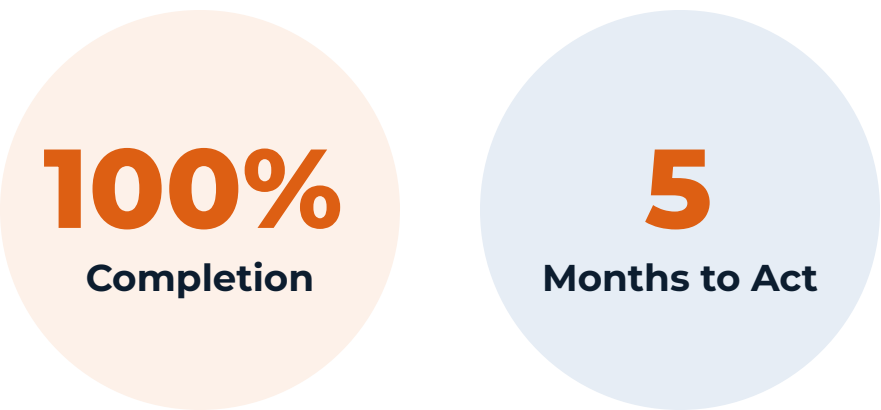
15% — Patron Requests

Directly address student and staff suggestions to boost circulation and ownership.

Building the Gold: Post-Weeding Collection Development

2nd Semester - Inventory Timeline & Targets

Strategic Action Window



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Goal: Complete Weeding by end of October

Once you weed, you will have a better understanding of what your collection needs. Ordering needs to be completed by the **end of December**.



May — Inventory Completed

Inventory wrap-up provides the official baseline count for your collection.



January to May — Inventory Period

A 5-month window to add new books, scan books, pull candidates for weeding



July — Weeding OPENS and Ordering OPENS

The new Budget year officially opens. You can begin preparing for the new school year.



Building the Gold: Post-Weeding Collection Development

Strategic Synthesis & Collection Success Roadmap

A streamlined summary of the critical milestones designed to transition your library's legacy records into a highly relevant, data-backed gold standard collection.

Phase 1 - Opens January

Inventory & Data Control

Clean Baseline: Inventory wrap-up by May delivers the official baseline count for your collection size.

Spreadsheet Control: Export raw Destiny records into Google Sheets. Establish target tabs (**Lost, Pending, Satisfied, Weed**) to isolate student transactions from active search records.

Outcome: Complete deletion of satisfied legacy losses and obsolete books during the designated Weeding Window.

Phase 2 - Opens July

Titlewave® Analysis

Audit Health: Run a full Follett Titlewave analysis on remaining assets once outdated/worn copies are successfully cleared.

Bridge Gaps: Evaluate core curricular alignment, balance non-fiction publication age, and identify systemic genre holes.

Outcome: Shift your perspective from legacy holdings to objective, data-driven collection needs, paving a direct path to budget justification.

Phase 3 - Opens July*

Targeted Reinvestment

Strategic Spending: Distribute the annual budget strategically rather than purchasing at random.

Key Allocations: Target **35% Diverse Voices**, **30% High-Interest Formats** (manga, graphics), **20% Curriculum Non-Fiction**, and **15% Direct Patron Requests**.

Final Deadline: Complete and submit all acquisition requests by the **end of December** to secure library development funds.

*Professional Learning for 2026–2027 School Year – Starts July 2026

Building the Gold: Post-Weeding Collection Development

Year-at-a-Glance: The Library Development Cycle

A comprehensive view of the annual loop, balancing systemic data control with strategic reinvestment targets.



Building the Gold: Post-Weeding Collection Development

Questions?

Contact Information

Spring ISD Library Services
Smith Elementary LMS

Kathy Ellis
mellis@springisd.org
281-620-0714 (Cell)

CAMPUS SUPPORT
Professional Learning Team

