

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.

MUSTIE Factors

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

M = **M**isleading (and/or factually inaccurate)

U = **U**gly (worn, dirty, beyond mending)

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

T = **T**rivial (of no discernible literary or scientific merit)

I = **I**rrelevant to the needs and interests of the community

E = The material may be obtained expeditiously **E**lsewhere 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 = **W**orn out;

O = **O**ut of date;

R = **R**arely used;

S = **S**upplied elsewhere (available through interlibrary loan);

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

000 (General)		
004	Computers	3/X/MUSTIE
010	Bibliography	10/X/MUSTIE
020	Library science	10/3/MUSTIE
030	General encyclopedias	5/X/MUSTIE
Other 000s		5/X/MUSTIE
100 (Philosophy & Psychology)		
101	Philosophy	15/3/MUSTIE
133	Paranormal	10/3/MUSTIE
150	Psychology	10/3/MUSTIE
160	Logic	10/3/MUSTIE
170	Ethics	10/3/MUSTIE
200 (Religion)		
All		10/3/MUSTIE or 5/3/MUSTIE
300 (Social Sciences)		
306	Culture and institutions	5/2/MUSTIE
310	Statistics	2/X/MUSTIE
320	Political science	5/3/MUSTIE
323	Civil rights	5/3/MUSTIE
330	Economics	3/3/MUSTIE
340	Law	5/2/MUSTIE
350	Public administration	5/3/MUSTIE
360	Social services	5/3/MUSTIE
370	Education	10/3/MUSTIE
390-394	Costumes, customs, holidays	10/3/MUSTIE

395	Etiquette	5/3/MUSTIE
398	Folklore	X/3/MUSTIE
400 (Language)		
All		10/3/MUSTIE
500 (Natural Sciences)		
500	Science	5/3/MUSTIE
507	Education	10/3/MUSTIE
510	Mathematics	10/3/MUSTIE
520	Astronomy	5/3/MUSTIE
550	Earth science	X/3/MUSTIE
560	Paleontology	5/2/MUSTIE
570	Biology	7/3/MUSTIE
580	Plants	10/3/MUSTIE
600 (Technology, Applied Sciences)		
610	Medicine and health	5/3/MUSTIE
629	Automobile repair	X/2/MUSTIE
630	Agriculture	5/3/MUSTIE
635	Horticulture	10/3/MUSTIE
636	Pets	5/2/MUSTIE
640	Home economics	5/3/MUSTIE
649	Child rearing	5/3/MUSTIE
670	Manufacturing	10/3/MUSTIE
Other 600s		5/3/MUSTIE
700 (The Arts)		
709	Art history	X/3/MUSTIE
720	Architecture	X/3/MUSTIE

737	Stamp collecting	5/3/MUSTIE
740	Graphic arts	X/3/MUSTIE
770	Photography	5/3/MUSTIE
791	Performing arts	10/2/MUSTIE
793-796	Games	10/3/MUSTIE
800 (Literature)		
Keep basic materials, esp. criticisms of classic writers		X/3/MUSTIE
900 (History & Geography)		
910	Geography & Travel	3/2/MUSTIE
930-999	History	10/3/MUSTIE
Personal Travel Narratives		5/2/MUSTIE
920	Biography	X/3/MUSTIE
Fiction		X/2/MUSTIE
Graphic Novels		X/1/MUSTIE
Early Readers / Picture Books		X/2/MUSTIE
JF (Juvenile Fiction)		X/2/MUSTIE
YA Fiction		3/2/MUSTIE
J and YA Non Fiction		Review criteria for children's
Periodicals / Newspapers		3/X/X
Government Documents		3/2/X
Local History		X/X/X
Non-Print		WORST
Film Formats		2/1/WORST
Audio Formats		X/2/X

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

000 (Generalities)		
004	Computers	3/X/MUSTIE
010	Bibliography	10/X/MUSTIE
020	Library & Info. Science	10/3/MUSTIE
030	General Encyclopedias	5/X/MUSTIE
Other 000s		5/X/MUSTIE
100 (Philosophy and Psychology)		
101	Philosophy	15/3/MUSTIE
133	Paranormal Phenomena	10/3/MUSTIE
150	Psychology	10/3/MUSTIE

160	Logic	10/3/MUSTIE
170	Ethics	10/3/MUSTIE
200 (Religion) 10/3/MUSTIE or 5/3/MUSTIE		
300 (Social Sciences)		
306	Culture & Institutions	5/2/MUSTIE
310	General Statistics	2/X/MUSTIE
320	Political Science	5/3/MUSTIE
323	Immigration & Citizenship	5/3/MUSTIE
330	Economics	3/3/MUSTIE
340	Law	5/2/MUSTIE

350	Public Administration	5/3/MUSTIE
360	Social Services	5/3/MUSTIE
370	Education	10/3/MUSTIE
390-394	Costumes, Customs, Holidays	10/3/MUSTIE
395	Etiquette	5/3/MUSTIE
398	Folklore	X/3/MUSTIE
400 (Language)		10/3/MUSTIE
500 (Natural Sciences)		
500	Natural Sciences	5/3/MUSTIE
507	Science Experiments	10/3/MUSTIE

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510	Mathematics	10/3/MU STIE
520	Space & Astronomy	5/3/MUS TIE
550	Earth Sciences	X/3/MUS TIE
560	Paleontology	5/2/MUS TIE
570	Life Sciences	7/3/MUS TIE
580	Botanical Sciences	10/3/MU STIE
600 (Technology, Applied Sciences)		
610	Medicine & Health	5/3/MUS TIE
629	Automobile Repair	X/2/MUS TIE
630	Agriculture	5/3/MUS TIE

635	Horticulture	10/3/MU STIE
636	Pets	5/2/MUS TIE
640	Home Economics	5/3/MUS TIE
649	Child Rearing	5/3/MUS TIE
670	Manufacturing	10/3/MU STIE
Other 600s		5/3/MUS TIE
700 (The Arts)		
709	Art History	X/3/MUS TIE
720	Architecture	X/3/MUS TIE
737	Stamp Collecting (769)	5/3/MUS TIE

740	Drawing & Decorative Arts	X/3/MUS TIE
770	Photography	5/3/MUS TIE
791	Public Performance	10/2/MU STIE
793-796	Recreation	10/3/MU STIE
800 (Literature)		
	<i>Keep basic materials, especially criticism of classic writers. Discard any works of minor writers.</i>	X/3/MUS TIE
900 (History & Geography)		
910	Geography & Travel	3/2/MUS TIE
930-999	History	10/3/MU STIE

	Personal Travel Narratives	5/2/MUS TIE
92,920 or B	Biography	X/3/MUS TIE
Fiction		X/2/MUS TIE
Graphic Novels		X/1/MUS TIE
E (Early Readers/Picture Books)		X/2/MUS TIE
JF (Juvenile Fiction)		X/2/MUS TIE
YA Fiction (Teen Fiction)		3/2/MUS TIE
J and YA Non-fiction		Use Adult Criteria
Periodicals/Newspapers		3/X/X
Government Documents		3/2/X
Local History		X/X/X

Non-print	WORST
Film Formats	2/1/WORST
Audio Formats	X/2/X

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