

## Sample Weeding Plan for a Public Library

### Who

- Who will identify materials for weeding?
- Who will pull items off the shelf?
- Who will remove the items from the library catalog?
- Who will process the items for discarding?
- Who will discard them?

### What

- What collections are being weeded?
- What is the library's collection management policy?
- What criteria are used for weeding?
- What is the plan for replacement or future collection management in this area?
- What is the policy, ordinance, or law for disposal of taxpayer assets?
- What are the talking points for the public?

### When

- When will the project begin?
- When will the project end?
- When will the work take place? (During operating hours or after hours?)

### Where

- Where will materials be stored between removal from the shelf and discarding?
- Where will materials be processed for discarding?

### Why

- Why is this weeding project necessary?
- Why were these specific collections chosen for this weeding project?

### How

- How many items will be discarded in total?
- How many items will be discarded per day? Per week? Per month?
- How will the weeded items be discarded or disposed?
- How will staff and volunteers be trained to do this work?