

## Weeding Checklist

### The 4 C's

Consider each of the following criteria and rank each:

- 1-awful
- 2-reasonable
- 3=superior

Criteria	Rank
<b>Condition</b> (Yellowed? Smelly? Faded? Torn, loose, missing pages? Bent or missing covers? Stained? Ragged binding?)	
<b>Copyright</b> (Is it still relevant, accurate?)	
<b>Content</b> (Is information outdated or superseded? Small print? Unappealing? No longer popular?)	
<b>Circulation</b> (How long since it was checked out? How often?)	
<b>Total</b>	

*Rule of Thumb: If the total score of a book is less than 6 it may be a candidate for discarding.*

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CREW checklist

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