

# Weeding the Past to Brighten the Future

Presenter

Ria Lukes

Technical Services Librarian

Indiana University Kokomo

rlukes@iuk.edu

## BACKGROUND

- Depository status granted in 1969
- Profile selection consisted of 33% of available item numbers, all in print format
- Government documents collection was located on a small mezzanine in the library
- Weeding of entire documents collection last done in 1980/1981

## BACKGROUND

- A large portion of received documents started to come in microfiche rather than print in the mid 1980's
- Collection moved to main floor of newly built library in 1995
- During the 1990's the majority of documents were cataloged into the Indiana University Libraries ILS
- In the late 1990's the selection profile moved the collection to less print and microfiche and a larger selection of electronic documents

## BACKGROUND

- Many of the government document serial titles became part of the Serials Solutions Journal Finder in a special Print Collection
- The documents position responsibilities were paired with electronic resources rather than reference
- Indiana created a Light Archives agreement
- Indiana University became a member of HathiTrust

A good beginning is half the battle...

## PLANNING

- ❖ The government documents/electronic resources librarian decided to aggressively weed the collection
- ❖ Staff involved in the project included myself, as head of technical services, the documents librarian, the government documents assistant, the technical services assistant, and two student assistants

- ❖ Two years in advance we made most of the tangible collection that had been non-circulating, including all microfiche, circulating
- ❖ Read all guidelines regarding disposal and substitution of documents
- ❖ Government documents assistant developed a list of frequently received documents as well as a list of SUDOC areas with no expansion space
- ❖ The two librarians met to develop a draft of weeding criteria

- ❖ Reviewed draft weeding criteria in a librarians meeting
- ❖ Pulled a sample cart of documents--both serial and monographs--for review
- ❖ Government documents librarian and I individually placed written comments on each item as to why we would keep or dispose
- ❖ All other librarians then reviewed and made overarching recommendations (not recommendations for individual pieces)
- ❖ Had a final librarians meeting to discuss any additional criteria as a result of the sample cart and approved the final criteria list

## WEEDING CRITERIA

### KEEP:

- Less than 5 years unless serial has ceased in print and gone online
- Material supporting core curriculum
- Current, relevant material
- High demand material
- Significant size, illustrations—if subject matter is worthy; if quality of illustrations are poor online or not in color
- Material of high interest to the general population of the congressional district served
- Significantly more difficult to use online
- Type of materials easily browsed
- Historical significance (i.e. impeachment documents, 9/11 report, etc.)

## WEEDING CRITERIA

### DISCARD:

- Outdated material
- Outside the scope of the current curriculum
- Outside the scope of interest of the general population in the 5<sup>th</sup> Congressional District
- Available online through GPO with a record in IU's online catalog
- Available in HathiTrust and is an acceptable full reproduction
- Volume held by B-ALF or other IU Libraries and Kokomo copy has not circulated or is not expected to circulate in the future

When in doubt----

throw it out





TECHNICAL  
DIFFICULTIES:

## PARTING IS SUCH SWEET SORROW...

Resignations and retirements had an immediate impact on the start of the project.

## PARTING IS SUCH SWEET SORROW...

Just as the actual weeding project was to begin in earnest the head count went from 6 persons to 3—

The Government Documents/Electronic Resources Librarian resigned to take another position and the government documents responsibilities were moved to my job description permanently

and...

The government documents assistant retired and her duties were moved to the job description of the technical services assistant permanently

and

The government documents student assistant moved to a graphic design position and those duties moved to the technical services student permanently





Sorry guys, don't mean to be sexist...it just happens that the three left were all women.

## Carts waiting for withdrawal activity



# Catalog Investigation

This material is:

\_\_\_\_ pre-1976 (date received; or publication date if no receipt date)

\_\_\_\_ Monograph

\_\_\_\_ Serial

If serial, what years do we own \_\_\_\_\_

Held by:

\_\_\_\_ B-ALF    \_\_\_\_ B-Wells    \_\_\_\_ # of other IU campuses who hold

# Catalog Investigation

Available as:

\_\_\_\_ GPO PURL on print bibliographic record

\_\_\_\_ GPO PURL on print bibliographic record with an ONLINE vol/copy

\_\_\_\_ GPO PURL on electronic bibliographic record with an ONLINE vol/copy

What years are available through PURL if it is a serial \_\_\_\_\_

\_\_\_\_ HathiTrust full text (searching HathiTrust directly, not through IU catalog)

What years are available online if it is a serial \_\_\_\_\_

# Catalog Investigation

## Circulation information

\_\_\_\_\_ Kokomo copy NOT circulated

\_\_\_\_\_ Kokomo copy has no in-house uses

\_\_\_\_\_ # of Kokomo copy circulations

\_\_\_\_\_ date of last discharge

\*\*Not all volumes for serials were checked for circulation if over 10 volumes

Hitler's shadow : Nazi war criminals, U.S. intelligence, and the Cold War / Breitman, Richard, 1947-

Control | Bibliographic | MARC Holdings | Call Number/Item | Bound-with | Orders | Serials Ctrl |

Hitler's shadow : Nazi war criminals, U.S. intelligence, and the Cold War / Breitman, Richard, 1947-

AE 1.102:H 63 - KOKOMO

3000094472937 - 1 - NORMAL - GOVPUBS

AE 1.102:H 63 - B-WELLS

3000013511869 - 1 - NORMAL - \_DOCSUS

DS10.S7 B677 2010 - FORTWAYNE

30000135481871 - 1 - NORMAL - STACKS

AE 1.102:H 63 - J-UNIVLIB

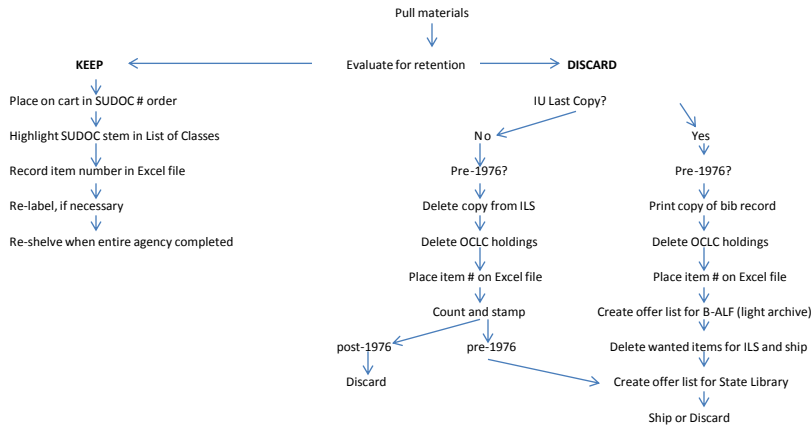
9531416-4001 - 1 - NONCIRC - GOVPUBS

Item Info	Circ Info	Serials	Checkouts	Holds
Call number information				
Call number:	AE 1.102:H 63	Class scheme:	SUDOC	
Call library:	KOKOMO	Shelving key:	AE8A00001800102#	
Shadow call number:	N			
Item information				
Item ID:	3000094472937	Copy number:	1	
Type:	NORMAL	Item library:	KOKOMO	
Home location:	GOVPUBS	Current location:	GOVPUBS	
Item call:	GOVDOCS	Item call2:		
Media desk:		Number of pieces:	1	
Total charges:	1	Price:	\$0.00	
Permanent:	Y	Circulate:	Y	
Shadow item:	N			
Extended information				
Tag	Contents			
STAFF	CAT:02-11-2011;K0002			
PUBLIC				
CIRCNOTE				

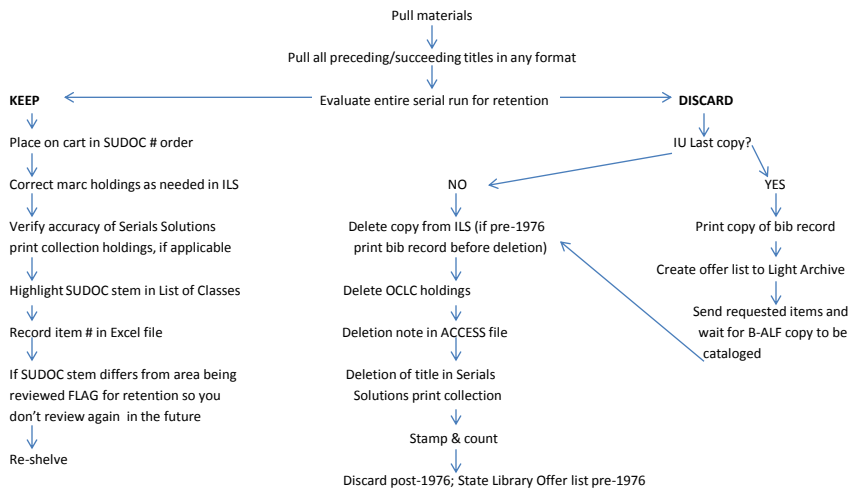
Date created: 1/25/2011  
Date last charged: 5/27/2012  
Date due: none  
Last discharged: 8/31/2012,8:11  
Date inventoried: Never  
Times inventoried: 0  
Previous user ID: 2000040057941  
Last activity: 8/31/2012  
In-house uses: 0

## Circulation activity and last activity date

# MONOGRAPH WORKFLOW CHART



# Serial Workflow Chart



When you have  
come to the end of  
your rope, tie a  
knot and hang on—

(Franklin D. Roosevelt)





## PROCEED AND YOU MAY SUCCEED

- In June 2011 I reset the weeding goal to be completed by August 2012
- I had worked with my Dean to give me as much time as possible to spend on the project; a new circulation/ILL employee was hired relieving me of ILL duties; and I had been removed from as many reference shifts as possible
- Indeed, I was beginning to make progress

## TO REACH THE GOAL WE MUST SUFFER ALL THINGS...

- ❖ Beginning July 2011 the information literacy librarian took an early retirement package
- ❖ This led to weekend reference and a few teaching sessions as well as more reference coverage throughout the week
- ❖ At the same time the Dean reallocated all part-time professional funds and we lost 3 part-time reference librarians; including the librarian who had been helping for a few months with the project
- ❖ I continued to devote as much time to the weeding project as I could and began to make significant progress

## A LIGHT AT THE END OF THE TUNNEL

- ✓ Great strides were being made on the project and the decision-making became easier as the project progressed
- ✓ The stress of getting the project completed lessened when the Chancellor made the decision not to fund the first floor renovation in the 2012-2013 academic budget

## A REPRIEVE...OR SO I THOUGHT

- In the spring of 2012 the Dean decided to move technical services out of the space designed specifically for technical services workflow
- Technical Services is now one small reference librarian office and a very small open work-space behind the reference counter
- Making that move caused multiple problems with both the progress of the project and the workflow of the project



**Government Documents Shelving First Floor**



## FINAL FACTS

- Time Frame
  - Planning was from 2008-early 2010
  - Actual review, withdrawal occurred from July 2010-August 2012
  - Inventory of remaining items and clean-up of ILS planned for October-December 2012

## FINAL FACTS

- Amount of actual total time spent on project once planning was complete
  - 10-12 months of full-time equivalent work
  - (i.e. this project was just one of many responsibilities of all library employees involved)

## FINAL FACTS

- Formats reviewed included paper, maps, DVDs, CD-Roms, microfiche
- Number of pieces touched for review
  - 155,276

## FINAL FACTS

- Total amount withdrawn 133,624
  - 18,242 during July 2010-June 2011
  - 115,382 during July 2011-August 2012

## FINAL FACTS

- Following a complete review of the *List of Classes* the following changes were made:
  - 752 item numbers were added to selection profile
  - 1460 items numbers were dropped from selection profile
  - Most new adds were for electronic items

## POSITIVES OF PROJECT

- Room on shelves for new items
- Relevant, attractive collection
- Identified any item not currently cataloged/barcoded and subsequently cataloged if retained
- No cataloging/ILL OCLC charges for two years as a result of the deletion credits
- Thorough knowledge of collection

## NEGATIVES OF PROJECT

- Parting with some items that should have been used but weren't
- Relying on items currently digitized to replace actual print copy
- Rotator cuff & tennis elbow injury caused by repetitive motion (i.e. scanning thousands of documents)

## LESSONS LEARNED

- Expect the unexpected
- Be prepared to ignore other responsibilities or ask for responsibilities to be re-prioritized
- Don't allow outside time constraints to push you to do a job not worthy of a professional
- Don't let others attempt to minimize the impact of such a project—you are not “just clearing shelves” for a better use of space

## HE CONQUERS WHO ENDURES

- Don't let the size of staff prevent you from undertaking a worthwhile, but lengthy, project
- Think about the decisions or roadblocks that affected the amount of time I spent on the project
  - Resignations
  - Reassigned duties—documents, ILL, reference, teaching
  - Loss of staff due to reallocation
  - Planned loss of space to collaborative student workspaces
  - New library dean with new directions
  - Library expansion space turned into fitness/wellness center

## HE CONQUERS WHO ENDURES

- New librarian search and screen process
- Training for new librarian
- Large increase in reference responsibilities
- Relocated space for technical services personnel

The project took twice as long as anticipated but was a worthwhile project to have completed.

## PowerPoint Slides Link

A LibGuide has been created that contains the PowerPoint slides, printable forms, and statistics regarding the Indiana University Kokomo government documents weeding project.

URL: <http://iuk.libguides.com/govdocsweeding>

## Indiana Government Information Day

Please join us for the inaugural Government Information Day in Indiana!

**Theme:**

*Government Information: Of the people, By the people, For the people—but where can I find it?*

April 9, 2013

(the day prior to the start of ACRL conference in Indianapolis, Indiana)