

Weeding a Selective Depository Library

Laura Sare
Texas A&M University

What is Weeding

Library weeding involves selecting materials to be withdrawn so that a high-quality collection is maintained while providing space for new materials or other priorities.

Why Weed?

- Update the collection
- Online editions supersede tangible copies
- Free up shelf space
- Save money not housing or preserving unnecessary materials

Rules to Follow

- FDLP rules
<http://www.fdlp.gov/requirements-guidance/legal-requirements>
- State rules - Texas State Plan
<http://www.tsl.state.tx.us/ref/fedinfo/stateplan.html>
- FDLP Best Practices
<http://www.fdlp.gov/file-repository/collection-management/2532-best-practices-when-superseding-and-substituting>

Recommendations

Before you start

- ❖ What information are patrons using in your collection
 - ✦ Work the reference desk
 - ✦ Circulation statistics

- ❖ Develop a collection development plan
 - ❖ State parameters and criteria clearly
 - ❖ Provide background information on decisions
 - ❖ Statement for patrons who might be affected

- ❖ Follow disposal rules at Federal and State levels and create step-by-step procedures for staff
 - ❖ Consider staff time and space to house weeded materials

- ❖ Notify managers and staff that will be affected
 - ❖ Postage? Boxes for shipping?

Recommendations

Notify patrons

- ❖ Information online now

Notify Staff

- ❖ Time to withdraw from catalog
- ❖ Space to hold items for several weeks
- ❖ Staff to type up lists (good student worker job)

First Steps

- Parameters Developed
 - What to keep
 - Statistics
 - University curriculum strengths
 - Primary Resources
 - Documents for historic use
 - Consider General Public users (if an academic or special library)

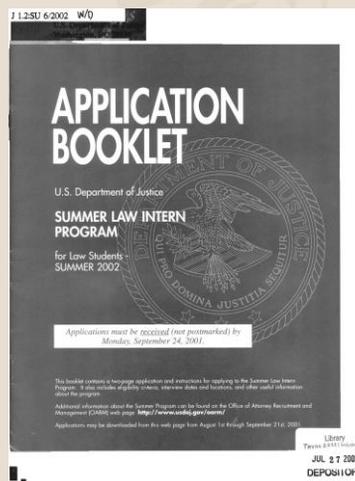
What to Weed

- Revised editions
- Time sensitive materials that expired
 - Calendars, Applications, Order forms
 - Consumer information
- Ephemeral materials
 - Bookmarks
- Manuals
 - Old computer and software manuals
 - Some manuals were for internal use in agency

What to Weed

- Duplicates
 - Many documents are duplicated in the Serial Set
 - One shots of main reports
- Old/incomplete legal materials
- Article Reprints
 - HHS have a lot of these

Example - Applications



Forms

FD 8-2:
B41111

Entry Form

National Safety Belt Honor Roll




LIBRARY
TEXAS A & M UNIVERSITY
JUL 15 1993
DEPOSITORY

Forms

UDOC
PM 1.10:RI 76-15 W

United States
Office of Personnel Management
Retirement Operations Center
P.O. Box 45
Boyers, PA 16017-0045

Deceased Annuitant or Compensationeer		
Claim Number		
Date of birth	Date of death	Date of retirement

You May Convert Option C - Family Life Insurance

The former Federal employee named above had Option C - Family life insurance coverage in the amount of \$ _____ for a spouse and \$ _____ for each eligible child. Eligible family members of a former Federal employee covered by Option C - Family insurance may convert to an individual direct-pay policy (minimum coverage \$1,000) upon the death of the covered former employee. Eligible family members are the former employee's spouse and unmarried dependent children under age 22 (including adopted children, stepchildren and foster children who lived with the employee in a regular parent-child relationship, and recognized natural children), and unmarried dependent children age 22 and older who are incapable of self-support because of a mental or physical disability which existed before reaching age 22. See the back of this form for general information about your conversion privilege.

The time in which you may convert is limited - You must complete this form and mail it to the Office of Federal Employees' Group Life Insurance (OFEGLI) within 31 days after the death of the former employee or within 31 days of the date you receive this notice whichever gives you more time. If you fail to request conversion information within the 31-day time limit due to cause beyond your control, you may be allowed to convert your family life insurance within six months after the date of death shown above, provided you attach a full explanation of what prevented you from making a timely request. If approved, the conversion policy will be effective the day after the

Example - Calendars

J24 2
C13 / 979

W/D
Electronic Notification of Information

National Crime Justice Planning Board
New York, New York

ncjrs
Criminal Justice Calendar of Events

National Office of Law Enforcement and Criminal Justice, Law Enforcement Research Administration, U.S. Department of Justice Washington, DC 20535

February 1979-May 1979

February 1-7 Atlanta, Georgia
Regulating Quality in Contracting
Judicial approval of the University of Georgia's Institute of Government and Center for Contracting Education in cooperation with the United States Department of Labor. Fee of \$180 includes meals, housing, tuition, and related costs. For additional information contact: Rose Heaton, Head, Contracting Education Program, Criminal Justice Division, Services of Government, The University of Georgia, Athens, GA 30602. Telephone: (404) 542-0284. For reservation and housing inquiries, contact: Mrs. Ellen Neppel, Assistant Coordinator, Georgia Center for Contracting Education, The University of Georgia, Athens, GA 30602. Telephone: (404) 542-0216.

February 4-8 San Diego, California
The Ninth National Conference on Juvenile Justice sponsored by the National Council of Juvenile and Family Court Judges and the National Juvenile Delinquency Association. The registration fee of \$150 includes a tape cassette album, notebook, conference luncheon, coffee breaks, certificate, and related tuition expense. Book reservations should be made directly with the issuing agent. The conference will be held. For more information contact: First National Conference on Juvenile Justice, National Council of Juvenile and Family Court Judges, University of Nevada, P.O. Box 8000, Reno, NV 89502. Telephone (702) 784-6011 or (702) 784-2626.

February 6-13 Asheville, North Carolina
Planning, Implementation, and Evaluation of Juvenile Justice sponsored by the University of South Carolina. It is a basic training course for juvenile justice personnel in the field. The course covers tuition, books, materials, lodging, and meals. For further information contact: Dr. E. A. Ryan, Program Director, Planning, Implementation, and Evaluation, College of Criminal Justice, University of South Carolina, Columbia, SC 29208.

February 5-8 Atlanta, Georgia
Risk Management - Accident Compensation
sponsored by THORNDEN Institute, will review the practical aspects of reducing a total workers compensation program administration with emphasis placed on alternative approaches of effectively integrating all related components. The fee is \$275. Location is Atlanta. Registration (602) 638-2777. *

February 7-9 Las Vegas, Nevada
Crisis Management for Law Enforcement Officers sponsored by THORNDEN Institute, is designed to provide officers with a systematic model for handling trouble under stress. Participants will be developing skills that are necessary for successful mediation of disputes. The fee is \$225. The seminar location is the Frontier Hotel (702) 734-0101. *

February 7-9 Atlanta, Georgia
Planning and Budgeting - Resources
THORNDEN Institute, presents a series of intensive workshops on planning methods and budgeting. Fee is \$255. Location is Holiday Inn - Downtown (404) 638-2777. *

February 7-9 Atlanta, Georgia
Government Public Management sponsored by New York University SCHOOL OF Continuing Education, Division of Career and Professional Development, is designed to furnish managers in the public sector with an overall understanding of the role of public managers in successful performance and setting goals in their field. For registration information, write: Registrar, 12th Floor, 807 Conference Center, 300 Lexington Avenue, New York, NY 10017. Telephone (212) 939-0266.

*For more complete information, please contact: Michael S. O'Neill, President, THORNDEN Institute, 1377 North First Street, Suite 300, San Jose, CA 95131, or call toll-free (800) 338-0886 outside of California or (408) 296-0266.

Maps

A 13.13
H 76/16 W

Hoosier N.F.I.N.

LIBRARY
TEXAS A & M UNIVERSITY
JUN 1 3 1997
DEPOSITORY

Hoosier N.F.I.N.

Birdseye Trail

USDA Forest Service

Hoosier National Forest 4/97

Description
Approximate Length: 10 miles
Type: Hiking, Horse riding, and mountain biking.
Special Features: Shaded trails, scenic hardwood forest through a variety of terrain.

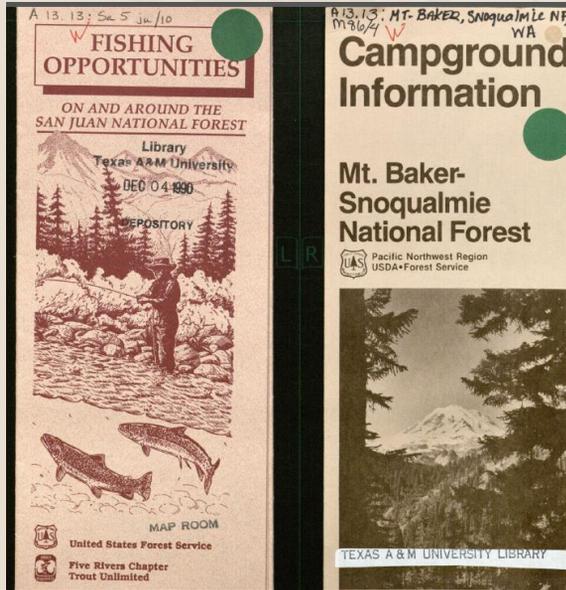
Pardon our Dust
Maintaining a trail system is an on-going and ever-changing process. Please bear with us as we work to get trails measured and marked. Note that trail mileage is approximate, and that portions of some trails may not be open. The map on the reverse side indicates the trail marked and open for use as of this printing.

Etiquette and Rules
Horse riders and mountain bikers are required to stay on trails designated for that type of use.
Observe the following trail courtesy:
-- Mountain bikers yield to horse riders and hikers.
Make your approach known well in advance.
-- Hikers yield to horse riders.

Location Map

Facilities

National Forest



Advisory Circulars

TD 48/s: W
150/5000-3 S



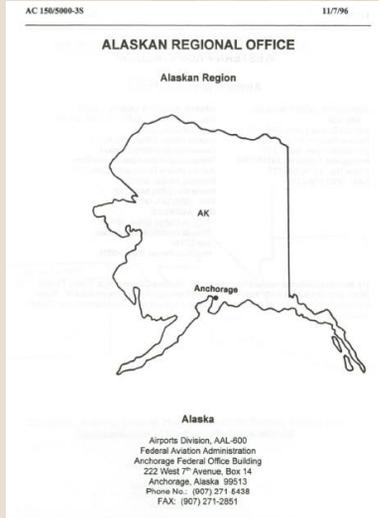
Advisory Circular

THIS BOOK IS NOT FOR CIRCULATION

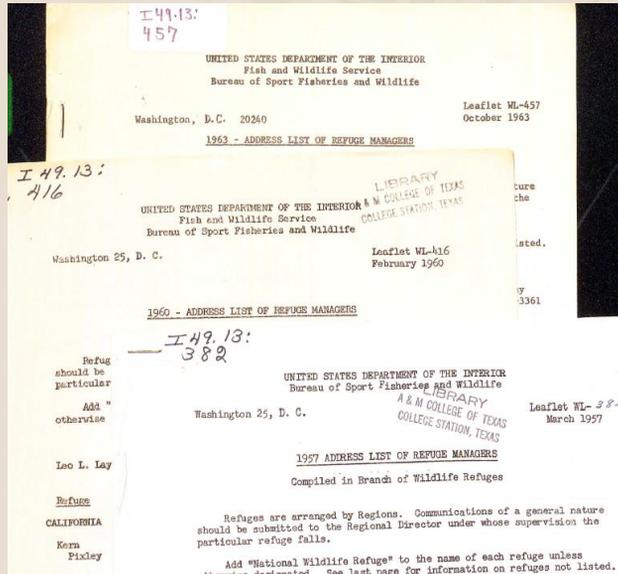
Subject: ADDRESS LIST FOR REGIONAL AIRPORTS DIVISIONS AND AIRPORTS DISTRICT/FIELD OFFICES Date: 11/7/96 AC No: 150/5000-3S
Initiated by: ARP-3 Change:

- PURPOSE.** This advisory circular (AC) transmits the address list for all regional Airports Divisions and Airports District/Field Offices.
- CANCELLATION.** AC 150/5000-3R dated March 13, 1995, is canceled.
- BACKGROUND.** This publication provides a document that can be used by the public, contractors, sponsors, etc., to locate addresses, telephone numbers, and FAX numbers of the appropriate regional Airports Divisions and Airports District/Field Offices that have jurisdiction over specific geographical areas.
- UPDATING.** We expect to update this address list as changes dictate.

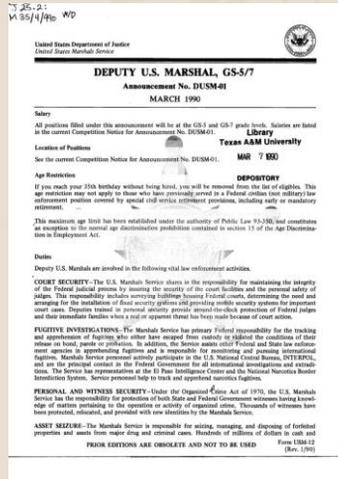
Advisory Circulars



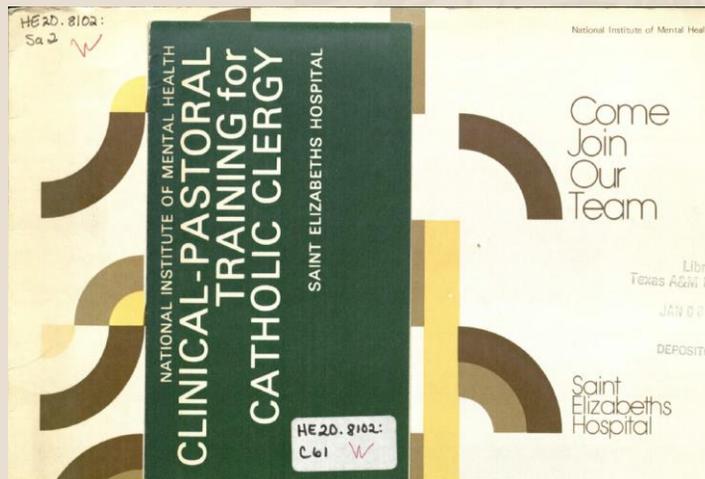
Address Lists



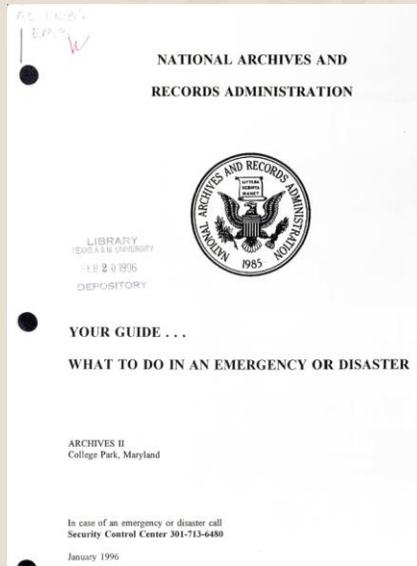
Example – Job Advertisements



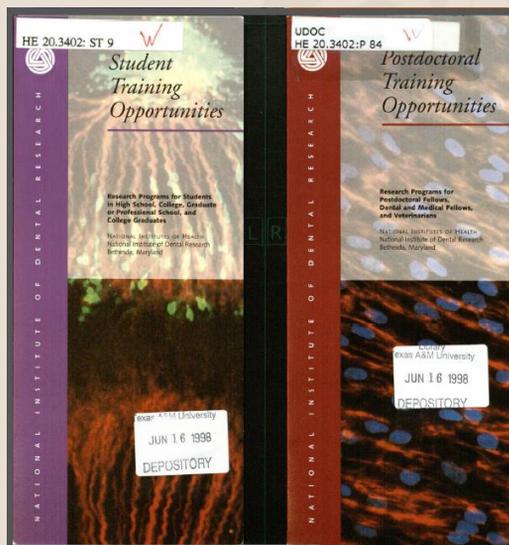
More Jobs/Training



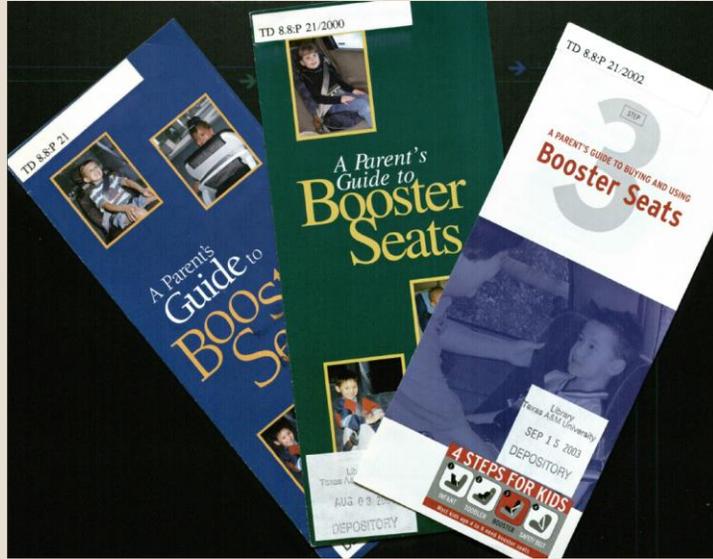
Agency Specific Items



Training Opportunities



Example – Revised Editions



Example – Multiple Editions



Example – Handouts

TD 02 2: 1A DOT Auto Safety Hotline
 AU 3/16/1975 888-327-4236 PLEASE POST

IF A VEHICLE SAFETY DEFECT HAS YOU FEELING LIKE THIS...



then...
DASH 2 DOT
 and dial toll free at
1-888-DASH-2-DOT
 1-888-327-4236

Library Texas A&M University
 JAN 05 1998
 DEPOSITORY

DOT Auto Safety Hotline (DASH) 2 DOT
 at the
 U.S. Department of Transportation (DOT)
 National Highway Traffic Safety Administration (NHTSA)

www.nhtsa.dot.gov/hotline

Handouts

HE 10 515 L 7 49 **EAT LESS FAT**

It may lower your chances of getting some kinds of cancer.
 Here's How...

- 1 Cut extra fat from your meat and throw the fat away.** 
- 2 Before you eat chicken, take off the skin and throw it away.** 
- 3 Use less fat to cook vegetables.**
 - Cut a piece of fat meat the size you normally use when you cook vegetables. 
 - Then cut this piece in half. 
 - Now cut it in half again. 
 - Use only one piece of this fat meat to cook your vegetables. You will be using 1/4 the fat you usually use. 
- 4 Cook vegetables with:**
 - Fresh turkey parts without skin.
 - Fresh garlic, onions, celery, and bell peppers.
 - Lemon juice.
- 5 Pour the fat from the frying pan before you make gravy. Throw the fat away.** 
- 6 Broil, boil, bake, or pan broil your meat instead of frying it. This is how you pan broil it:**
 - Spray nonstick spray in the bottom of a frying pan. Let it get medium hot.
 - Put the meat in the pan. Do not add any more nonstick spray. 
 - Turn heat off.
 - Pour the fat from the pan as the meat cooks. Throw the fat away. 

Letters

HE 20.3352: M 59 W



Milk Matters Campaign

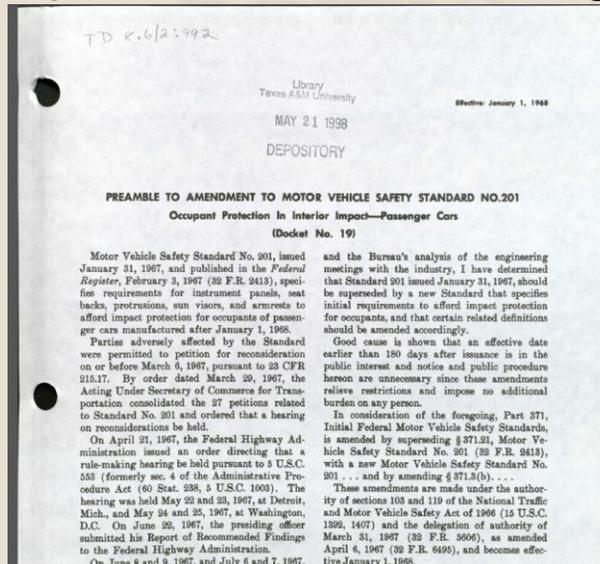
Library
Texas A&M University
JAN 13 1999
DEPOSITORY

Milk Matters is a public health campaign, sponsored by the National Institute of Child Health and Human Development (NICHD), designed to increase calcium consumption among children and adolescents. Studies show that most children and teens are not getting enough calcium in their diets. In fact, over 85% of teen girls get less than the recommended amounts of calcium. This calcium crisis may lead to significant health problems later in life such as increased bone fractures and reduced mobility. Drinking milk can be an excellent way to help kids get the calcium they need to help build strong bones and ensure future health.

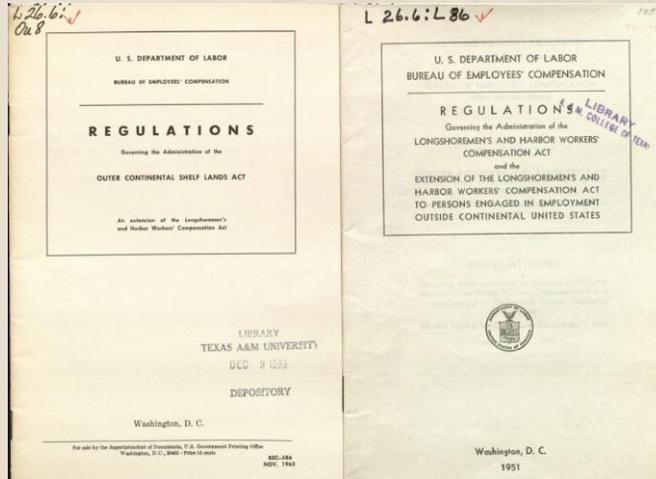
NICHD has prepared a variety of materials for professionals, parents, and kids to explain the importance of calcium for strong and healthy bones. These materials include:

- *Why Milk Matters for Children and Teens* – Fact sheet for parents and kids explaining the role of calcium for good health
- *Count Your Calcium* – Erasable board/refrigerator magnet that lists sources of calcium and allows kids to fill in how much calcium they have had each day
- *Why Milk Matters: Questions and Answers for Professionals* – Research fact sheet for health care professionals

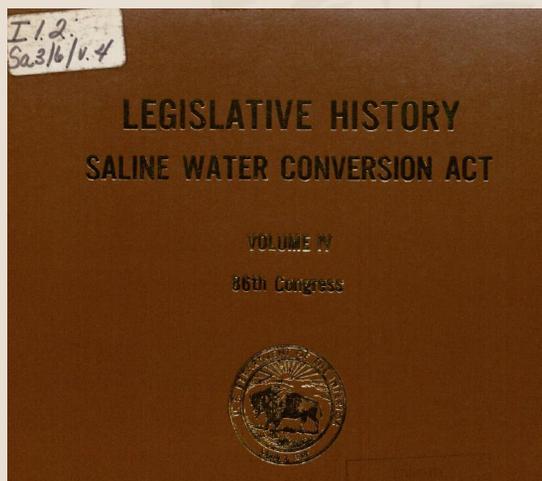
Reprinted Laws and Regs



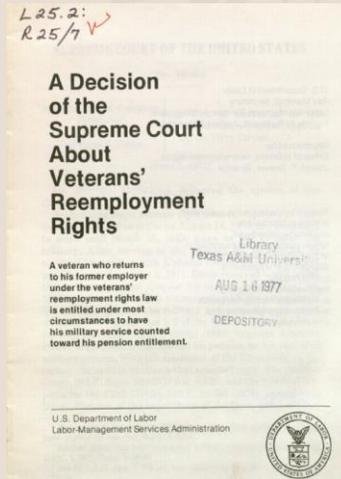
More Regs Examples



Legislative History



Reprinted Court Opinions



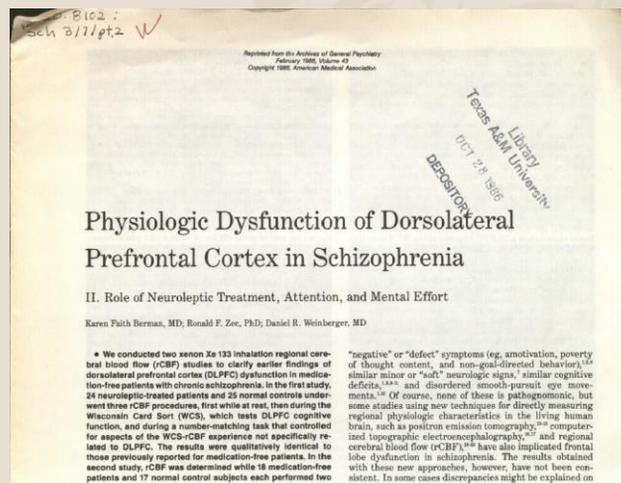
Introductions to Reports



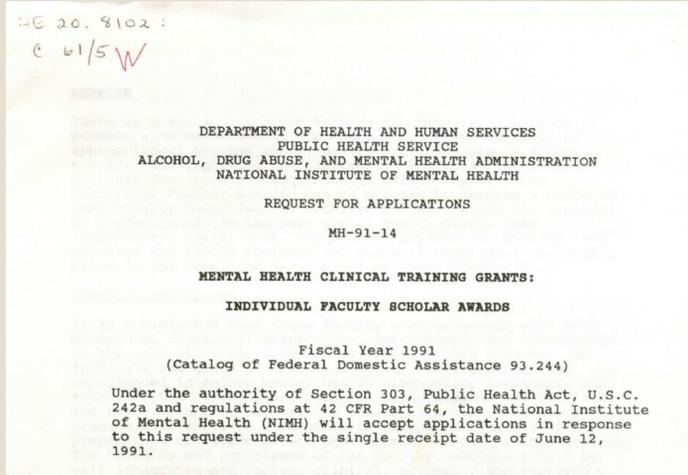
Report Descriptions



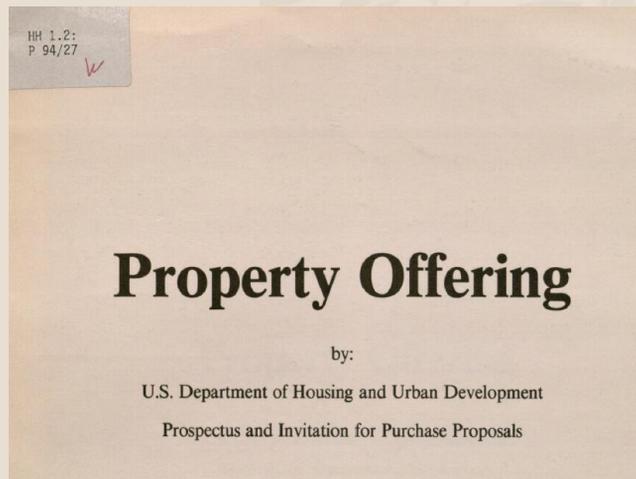
Reprinted Articles



Catalog of Federal Domestic Assistance solos



Property Sales



Available Publications

HE 20.5113
p 94 / 3 / page ✓

Publications Available From G.P.O.

Library
Texas A&M University
NOV 3 1989

DEPOSITORY
National Institute of Mental Health

October 1982

Although NMH supplies of the following publications are limited or have been exhausted, they are available from the U.S. Government Printing Office (GPO). Orders should cite the publication title, number, and the GPO stock number. Advance payment is required and checks should be made payable to the Superintendent of Documents. Orders should be mailed to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

Alzheimer's Disease Treatment and Family Stress: Directions for Research. (ADM) 69-1569, GPO No. 017-024-01365-0, \$14.00.
Presents a collection of papers giving current information on research investigations that increase understanding of the nature and consequences of family caregiving.

Annotated Bibliography on Refugee Mental Health. (ADM) 67-1517, GPO No. 017-024-01323-4, \$16.00.

Limited Use

UDOC
PM 1.10:RI 20-64 B

W

Information on Electing a Survivor Annuity for Your Former Spouse

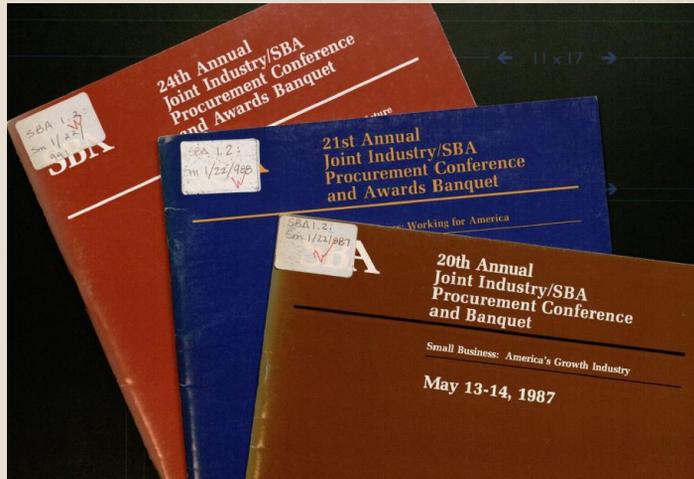
Civil Service Retirement System (CSRS)

LIBRARY
TEXAS A&M UNIVERSITY
MAY 05 2009
DEPOSITORY

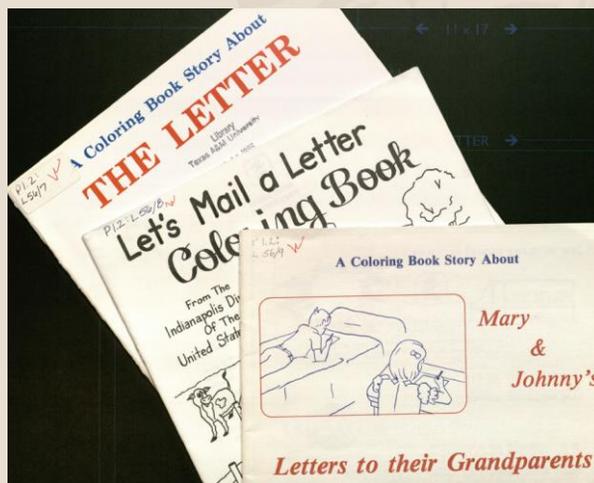
U.S. Office of Personnel Management

Working

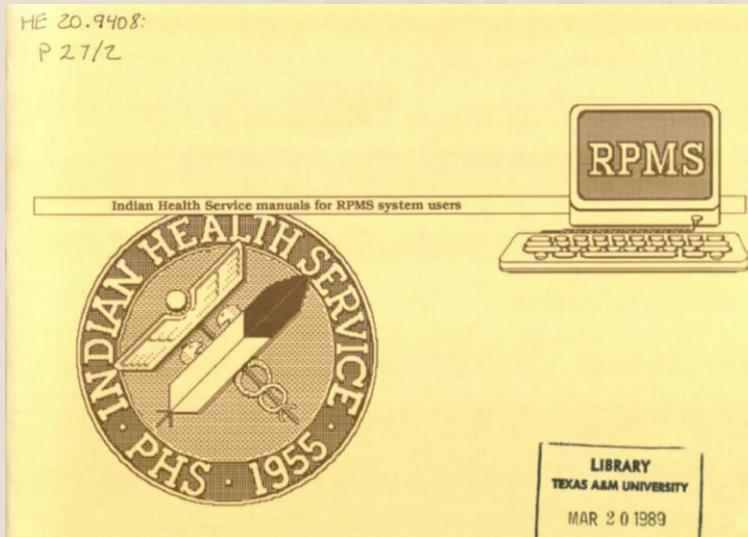
Award Ceremonies



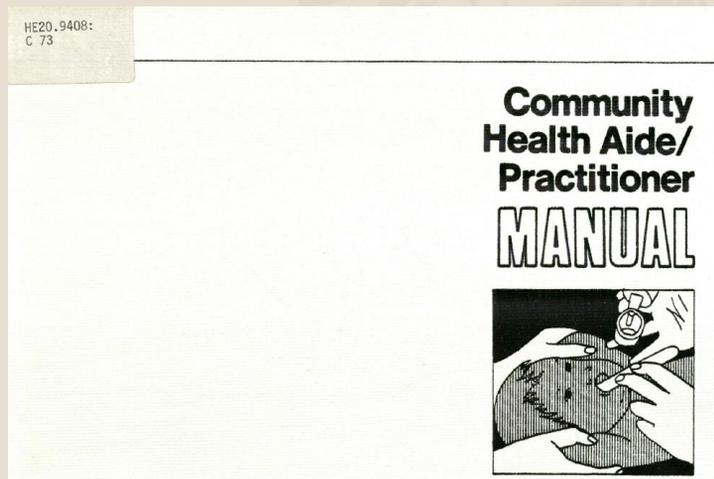
Coloring Books



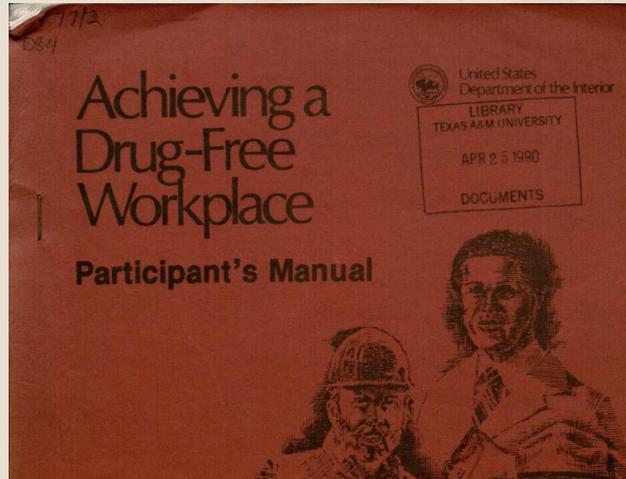
Old Computer Manuals



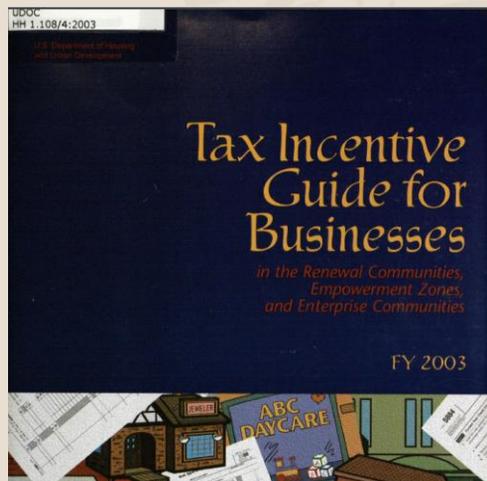
Old Health Care Manuals



Agency Manuals



One Shot Wonders



Example – Weird Stuff



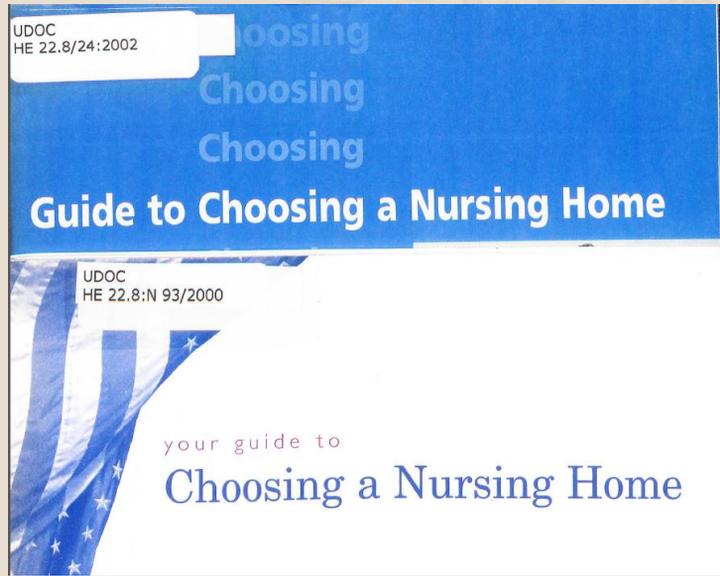
Other Considerations - SuDoc

- SuDoc changes
 - Revised editions with new SuDoc numbers

Example: *Medical Supply Catalog*

- Four different SuDoc stems
 - HE 1.64:
 - HE 20.302:M 46
 - HE 20.5002:M 46
 - HE 20.9002:M 46

Another HE Example



Other Considerations - Format

- Format Changes
 - Titles in the 1980's and 1990's switched from print to microfiche format; 1990 and 2000 titles switched to online
 - See if newer online edition available
 - See if microfiche is newer than print
- VHS
- Disks (Floppy and CDROM)
 - http://webapp1.dlib.indiana.edu/virtual_disk_library/index.cgi/projectinfo (Indiana University)

Other Considerations

- Duplicates
 - Duplicates because of multiple service desks and gifts
 - Keep one copy for historical use
 - Duplicates
 - ERIC microfiche from Dept. of Ed and through GPO

Other Considerations

- Check out status
 - See what circulates
 - See what has dust on it
- Condition of document
 - If document is deteriorating on the shelf
 - Preserve or mend it?
 - Make a copy?
 - Get a copy from N&O
 - See if HathiTrust has copy online

Collaborative Digitization

HathiTrust

- Digitized Federal Publications
 - Freely available to anyone 24/7
 - Not official
 - Records in WorldCat

TRAIL - Technical Report Archive & Image Library

- <http://www.crl.edu/programs/trail>

TRAIL Needs List -

<http://www.crl.edu/grn/trail/current-activities/needs-list>

Web Sites

- Fdsys
 - Official and perpetual goal
 - Historical collections
- Cornell agreement with USDA
 - <http://agcensus.mannlib.cornell.edu/AgCensus/homepage.do;jsessionid=976AE36DC090A53DDA06A4434CF430B0>
- Accessibility issues
 - How long will they keep publications up
 - Government Shutdown – no American Factfinder
 - American Factfinder only keeps 2 decennial census at a time

Considerations of e-docs

- “When we depend on pointing instead of collecting” James A. Jacobs
<http://freegovinfo.info/node/3900>
text

Process

- Choose an Agency
 - Health and Human Services
 - Recommended by Nursing Liaison – need current materials to meet accreditation standards
 - Removed manuals from the 1960's and 1970's with outdated medical practices
 - Kept documents with statistics for historical research
- IRS
 - Forms and instructions are online

Process con't

- Agency Changes
 - Social Security Administration (SSA) used to be a part of the Health, Education and Welfare Department (HEW)
 - ✦ Many HEW documents were superseded by SSA documents
 - Often these documents kept the same publication number making it easy to weed
 - Coast Guard
 - ✦ Began in the Treasury Department, then the Transportation Agency, now in Homeland Security
- *Guide to U.S. Government Publications*
 - Traces agency changes

Process con't

- Weeding sets of materials
 - Census Bureau
 - Older census collections might have all levels of census data for all 50 states
 - Do your patrons only use neighboring states?
 - Withdrawing 45 states resulted in many feet of shelf space at one library
 - Highly coveted on N&O lists because people want duplicates or nice replacements of their states

Recommendations

Is the document the best information for your patron, or would you use something else

- Like refer user to WebMD instead of outdated consumer health pamphlet
- When in doubt keep it – note it and see if it is used and can always withdraw it later
- If at a university, talk with subject liaisons about weeding possibilities, especially major sets

Results

Negatives

- Takes a long time
- Only a few inches of shelf space at a time

Positives

- Greater knowledge of older materials
- Found lots of lost books and documents misshelved
- Found rare items that needed security

Last thoughts

Weeding superseded tangible copies updates the collection and makes it look less dated.

- This makes reference staff happy, that they can be confident in providing current information

Weeding frees up space for new items and saves money by not housing or preserving unneeded items.

- This makes library directors happy

Questions?

Laura Sare
lsare@tamu.edu