

# Weeding, Moving and Providing Patron Access:

The life cycle of a Government information Collection during the library renovation at Southern Methodist university, 2013-2016

## Step 1: Weeding



Notify GPO of the collection move and provide the renovation start and end dates.

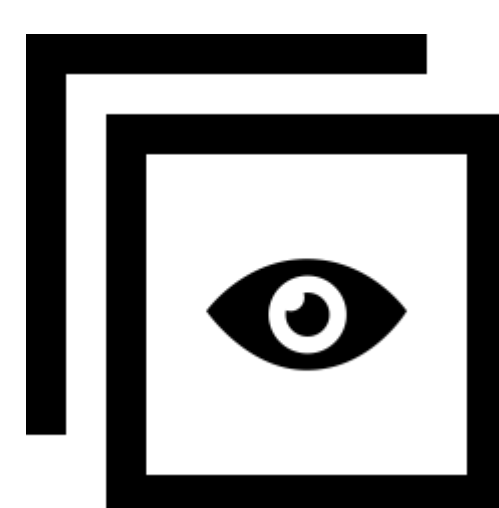


Measure your current shelf space and compare this number to the shelf space you will be allotted for housing the collection. This tells you how much the collection will need to be weeded.

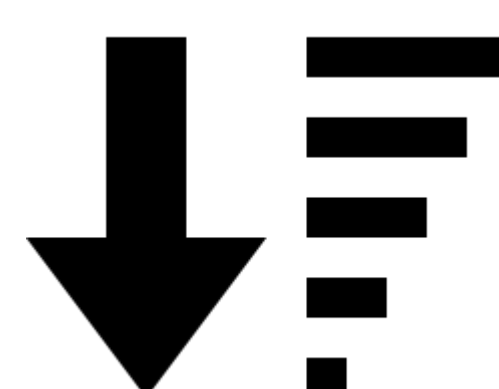


Create a schedule for submitted Needs & Offers Lists to your Regional Library. Keep track of requests for materials and of the dates when recycling of materials can take place.

## Step 2: Moving



Make sure the Collection is moved to an open access area within the library, per GPO Guidelines.

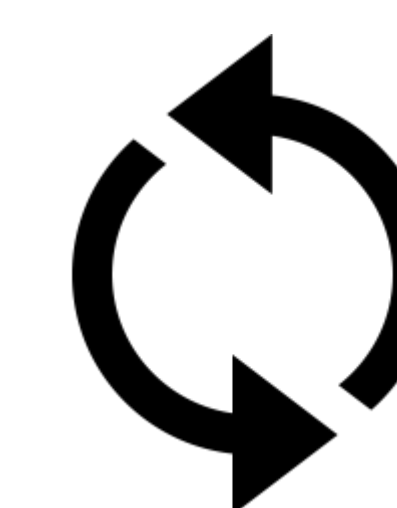


See that the shelving arrangement will allow for resources to be shelved in Superintendent of Documents order for browsing.



Label and color code the materials, carts and shelving so that items will travel in a seamless Point A to Point B system for reshelving.

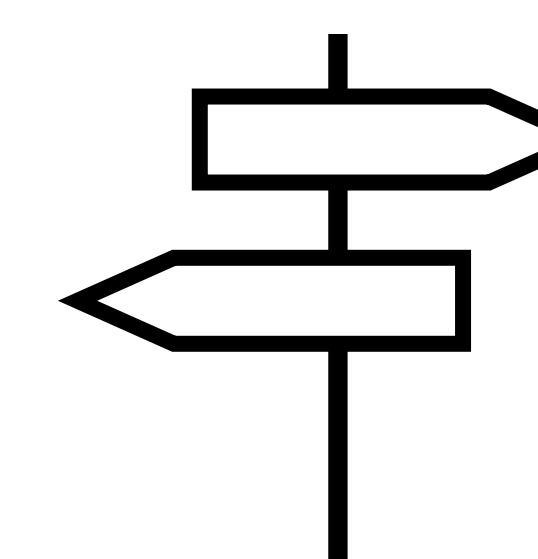
## Step 3: Providing Patron Access



Update the library catalog with the new collection location/s as soon as possible.



Notify library staff and faculty about the collection move and where the items will be housed.



Post the Federal Depository Library Program and Government Publishing Office signage in the new area.

## Questions?

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