

Weeding a Selective Depository Library



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Library weeding involves selecting materials to be withdrawn so that a high-quality collection is maintained while providing space for new materials.

Why Weed?

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

WTAMU

- Medium Selective of 50% item selection
- Depository in 1928
- 2001 GPO inspection suggested weeding
- Had only weeded titles listed in the Superseded List
www.access.gpo.gov/su_docs/fdlp/pubs/suplist/index.html

First Steps

- **Parameters Developed**
 - What to keep
 - ✦ Statistics
 - ✦ Texas stuff
 - ✦ University curriculum strengths – Ag & Edu
 - Not a major research institution
 - ✦ Primary Resources
 - ✦ Documents for historic use
 - ✦ Considered General Public users
 - Legal information
 - Tax information

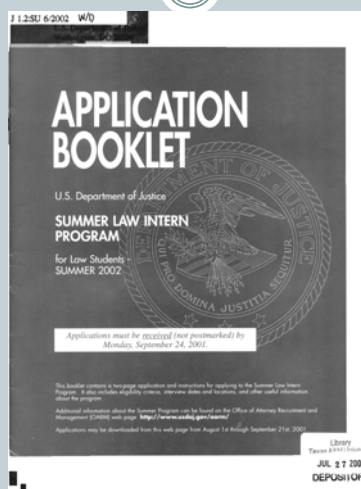
Rules to Follow

- **FDLP rules**
 - Handbook - www.fdlp.gov/handbook/index.html
 - ✦ Chapter 5
- **Texas rules**
 - Texas State Plan - <http://www.tsl.state.tx.us/ref/fedinfo/stateplan.html>
 - ✦ Appendix D

What to Weed

- **Revised editions**
- **Duplicated Information**
 - Handouts of recent laws
 - Journal articles
- **Time sensitive materials that expired**
 - Calendars
 - Order forms
- **Ephemeral materials**
 - Bookmarks
- **Manuals for internal agency use**
 - Lots of these from the 60's and 70's

Example - Applications



Example - Calendars

726-2-1
1/12/99 WP

Notification of Information

ncjrs
Criminal Justice Calendar of Events

February 1-7 Athens, Georgia
Supervision Skills in Correction. Scheduling sponsored by the University of Georgia's Institute of Government and Center for Continuing Education in cooperation with the Social Science Department of State. Fee of \$200 includes meals, housing, tuition, and related costs. For additional information contact: Mike Newman, Head, Continuing Education Program, Criminal Justice Division, Institute of Government, The University of Georgia, Athens, GA 30602, Telephone (404) 342-2333.

February 1-6 San Diego, California
The Sixth National Conference on Juvenile Justice sponsored by the National Council of Juvenile and Family Court Judges and the National Juvenile Advocates Association. The registration fee of \$200 includes a tape cassette album, workshop, conference luncheon, coffee breaks, certificate, and related travel expenses. Registration is limited to 1000. For more information contact: Sixth National Conference on Juvenile Justice, National Council of Juvenile and Family Court Judges, University of Maryland, P.O. Box 8020, Annapolis, MD 21403. Telephone (702) 786-8822 or (702) 786-8826.

February 4-11 Asheville, North Carolina
CLIMATE, IMPLEMENTATION, AND EVALUATION IN JUVENILE JUSTICE sponsored by the National Council of Juvenile and Family Court Judges. Fee of \$500 covers tuition, books, materials and meals. For further information contact: Dr. T. A. Ryan, Program Director, Planning, Implementation, and Evaluation, College of Criminal Justice, University of South Carolina, Columbia, SC 29208.

February 7-8 Las Vegas, Nevada
Risk Management in Corrections. Sponsored by the Nevada Department of Corrections. Fee is \$275. Location is Holiday Inn-Bonanza (405) 838-2127. *

February 7-8 Las Vegas, Nevada
CRISIS Management for Law Enforcement. Sponsored by the Nevada Department of Corrections. Fee is \$275. Location is Holiday Inn-Bonanza (405) 838-2127. *

February 7-8 Atlanta, Georgia
Planning and Budgeting sponsored by the National Council of Juvenile and Family Court Judges. Fee is \$175. Location is Holiday Inn - Downtown (404) 539-2127. *

February 7-8 Atlanta, Georgia
Government Financial Management sponsored by the National Council of Juvenile and Family Court Judges. Fee is \$175. Location is Holiday Inn - Downtown (404) 539-2127. *

February 7-8 Atlanta, Georgia
Public Administration sponsored by the National Council of Juvenile and Family Court Judges. Fee is \$175. Location is Holiday Inn - Downtown (404) 539-2127. *

For more complete information, please contact: Michael R. O'Neill, President, 20000 Lakeside, 1710 Travis Street, Suite 700, San Jose, CA 95131, or call toll-free (800) 338-8888, website of California or (408) 296-1827 faxsite.

Example - Job Advertisements

726-2-1
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United States Department of Justice
United States Marshals Service

DEPUTY U.S. MARSHAL, GS-5/7
Announcement No. DUSM-01
MARCH 1990

Library
Texas A&M University
MAR 7 1990

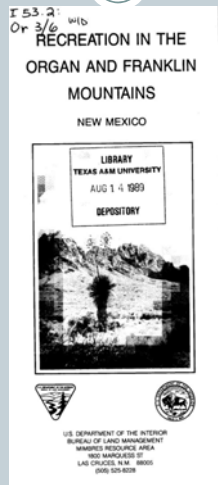
Age Restriction
If you reach your 25th birthday without being hired, you will be removed from the list of eligibles. This age restriction may not apply to those who have previously served in a Federal civilian law enforcement position covered by special civil service retirement provisions, including early or mandatory retirement.

DEPOSITORY
This mandatory age limit has been established under the authority of Public Law 93-192, and constitutes an exception to the normal age distribution prohibitions contained in section 11 of the Age Discrimination in Employment Act.

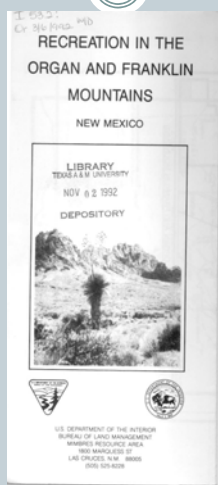
Duties
Deputy U.S. Marshals are involved in the following vital law enforcement activities:
COURT SECURITY - The U.S. Marshals Service shares in the responsibility for maintaining the integrity of the Federal judicial process by ensuring the security of the court facilities and the personal safety of judges. This responsibility includes surveying buildings housing Federal courts, determining the need and arranging for the installation of flood security systems and providing on-duty security systems for important court cases. Specific duties include personal security escorts, courtroom check procedures on Federal judges and their immediate families when a trial or appeal is held and any other duties that may be required of court order.
FUGITIVE INVESTIGATIONS - The Marshals Service has primary Federal responsibility for the tracking and apprehension of fugitives who either have escaped from custody or violated the conditions of their release on bond, parole or probation. In addition, the Service assists other Federal and State law enforcement agencies in apprehending fugitives and is responsible for receiving and processing information on fugitives. Marshals Service personnel actively participate in the U.S. National Criminal Database (NCRD), and are the principal contact in the Federal Government for all international investigations and extradition. The Service has representation at the St. Paul Intelligence Center and the National Narcotics Border Interdiction System. Service personnel help to track and apprehend narcotics fugitives.
PERSONAL AND WITNESS SECURITY - Under the Organized Crime Act of 1970, the U.S. Marshals Service has the responsibility for protection of high State and Federal Government witnesses based on knowledge of matters pertaining to the activities or identity of organized crime. Thousands of witnesses have been protected, educated, and provided with new identities by the Marshals Service.
ASSET RECOVERY - The Marshals Service is responsible for seizing, managing, and disposition of forfeited properties and assets from major drug and criminal cases. Hundreds of millions of dollars in cash and

FOR FEEDBACK ARE OBSOLETE AND NOT TO BE USED
Form 1364-12
(Rev. 12/89)

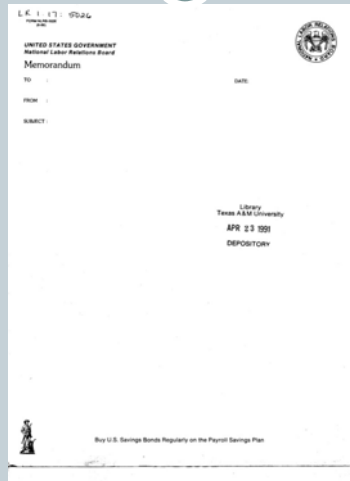
Example – Revised Edition



Example – Revised Edition



Example – Weird Stuff



Other Criteria

- **Check out status**
 - Documents in OPAC since 1995
 - Items cataloged on the fly since the late 1980's
 - ✦ If fit criteria to weed but had been checked out – probably keep
- **Condition of document**
 - If document is deteriorating on the shelf
 - ✦ Mend it if possible.
 - ✦ Make a copy to preserve information if unsalvageable, then withdraw.

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

Other Considerations - Format

- **Format Changes**
 - A lot of titles in the 1980's and 1990's switched from print to microfiche format
 - ✦ See if newer online edition available
 - ✦ See if microfiche is newer than print
 - ✦ Some ERIC microfiche available online at <http://www.eric.ed.gov>

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

Process con't

- **IRS**
 - Forms are now online
 - Individual forms duplicated in the *Reproducible Copies of Federal Tax Forms and Instructions* were weeded
 - Many of last print editions from the 1990's never withdrawn

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

Results

Negatives

- Took 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 items that needed security

The library still needed more growth space.

2nd Process

- Weeding sets of materials
 - Census Bureau
 - ✦ Prior to the 1980 census, WTAMU collected all levels of census data for all 50 states
 - ✦ Our patrons only used the local 5 state area
 - Withdrawing the 1950 – 1970 block and census tract documents of the other 45 states resulted in many feet of shelf space
 - ✦ Highly coveted on N&O lists

2nd Process

- Purchase microfiche to replace print items

Example – *Congressional Record*

WTAMU had a fire and about 50 feet of *Congressional Record* were smoke damaged they were offered and claimed by a library who could repair them

TAMU



- Library became a depository in 1907
- 85 % selection rate
- Had only weeded titles listed in the *Superseded List* for the past several years

Process



- **Similar Parameters to WTAMU**
 - Check out status – documents in OPAC since mid 1980's
 - Keep items vital to curriculum
 - ✦ Major research institution in many areas means little weeding in many areas
 - Statistics
 - Primary Resources
 - Items used by General Public
 - ✦ Legal
 - ✦ Historical

Process con't

- **What to weed at Texas A&M**
 - Revised editions
 - SuDoc changes
 - Agency changes

Process con't

- **New parameters for weeding**
 - Duplicates
 - ✦ Lots of duplicates because of multiple service desks and gifts
 - Keep one copy for historical use
 - ✦ ERIC microfiche from Dept. of Ed and through GPO
 - GPO set incomplete and was weeded

Recommendations

- **Before you start**
 - What information are patrons using in your collection
 - ✦ Work the reference desk
 - ✦ Ask reference staff what is often used
 - ✦ Circulation statistics
 - Develop a collection development plan for the depository
 - ✦ State parameters and criteria clearly on what to keep
 - ✦ Provide background information on decisions
 - Follow disposal rules at Federal and State levels and create procedures for staff

Begin Weeding

- **Notify patrons and staff of changes**
 - New SuDoc numbers
 - Information online now
 - ✦ Book dummies and web help guides for major series now online only
 - Make sure staff have time and space for items
 - ✦ Time to withdraw from catalog
 - ✦ Space to hold items for several weeks
 - ✦ Staff to type up lists (good student worker job)

Weeding

- Start with a small agency
- Weed revised editions, duplicates, ephemeral items
- When it doubt – keep it
 - Note to see if it is used – can always withdraw it later
- If at a large library – discuss withdraws with subject librarians
- Wear grubby clothes
- Set aside uninterrupted time

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?



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