



- **Welcome to Evaluating & Weeding Your Library Collection**
- **Our webinar will begin at 10:00am. While you are waiting, please explore our digital space:**
 - Test your audio and video**
 - Read our message in the chat**
 - Change your display name if it is incorrect**
- **Send a thumbs up if all systems are good. If you have any questions or need help, raise your hand, send a chat message or turn on your microphone and ask!**



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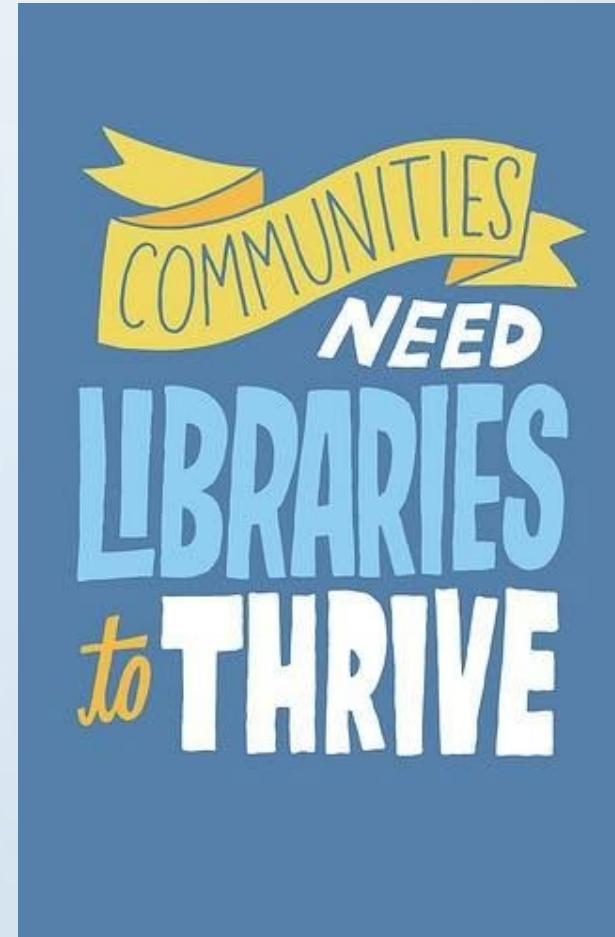


Evaluating and Weeding Your Library Collection

Nicole Penley
Outreach Services Specialist
South Central Kansas Library System

Great Library Collections are:

- **Relevant**
- **Up-to-Date**
- **Accessible**
- **Useful**
- **Dynamic**
 - *adjective*
 - 1.(of a process or system) characterized by constant change, activity, or progress.
 - 2.(of a person) positive in attitude and full of energy and new ideas.



Key Tasks of Collection Development

- Collection Development Plan/Policy
- Collection Maintenance Cycle
 - Regular Monitoring (Evaluation)
 - Continuous Review (Evaluation and Weeding)
 - Thoughtful Development (Selection)

Collection Development Policy



Collection Development Policy Webcast Series on Demand!

- <https://www.sckls.info/services/continuing-education/library-learning-pathways/collection-development-policy-writing>



Why do I need a Collection Development Policy?

- To provide a point of reference for all members of staff involved in Collection Development
- Serves as a shield when challenges from patrons arise
 - Covers both purchasing and weeding decisions



What to include in a Collection Development Policy

- The library's mission and purpose
- Selection criteria – such as scope, publication date or demand
- Material formats to be collected (Print, CD, DVD, ebooks, etc.)
- Responsibility for selection
- Replacements and Duplicates
- Patron requests
- Gifts and donations
- Challenges to library materials
- Weeding

What to include in a Collection Development Policy

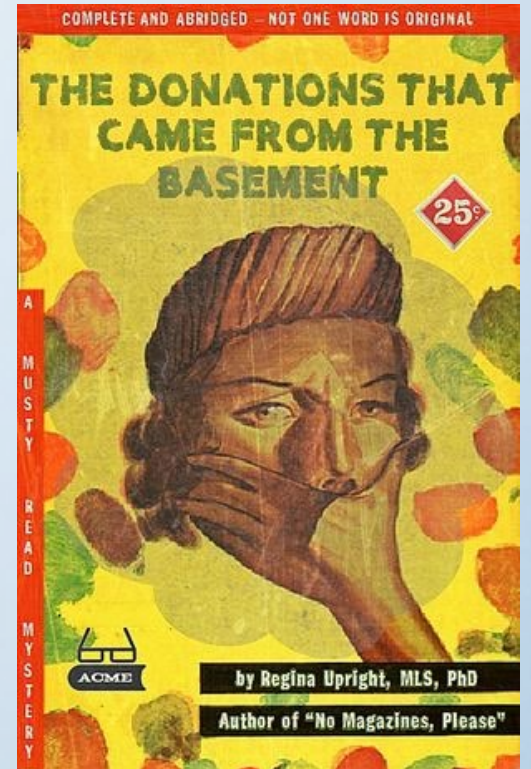
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Know your Community

- In order to create a Purpose statement for your library, you need to know your community.
 - Know who your library serves in the community and who it doesn't
 - Is there a way to include those community members not currently being served?
 - How does your library serve it's community?
 - Different types of libraries serve their communities in different ways
 - What is your library's purpose?
 - Are the items and services offered by the library serving the library's purpose?
 - Does either the service provided by the library or the library's purpose need to change in order to match up?

Tricky Situations

- Replacements and Duplicates
 - When a book is damaged or the information is outdated, do you replace it and with what?
 - How many copies of a book do you need to have on hand?
 - What do you do with duplicate titles?
- Gifts and Donations
 - You are not required to accept every book, piece of furniture or art that someone decides to gift to the library. However, you do need to have a written policy on hand when a gift arrives on your doorstep.
 - Do not accept a gift item that you would not buy for your collection
 - It is also important to have an exit strategy for donated items that have reached the end of their usefulness.



Challenges from the public and your staff

- Challenges to library materials (usually from a patron)
 - How to deal with a patron who disagrees with the content in a book
 - Write out a procedure in the Collection Development Plan
 - Make sure all of your staff and board know the policy, procedure, & timeline
 - Keep the patron, staff and board informed
- Weeding
 - Acknowledge weeding as a standard component of regular collection maintenance and have it in writing
 - Keep staff and the board informed why you are doing it and how it benefits the library
 - More Weeding information to come...!

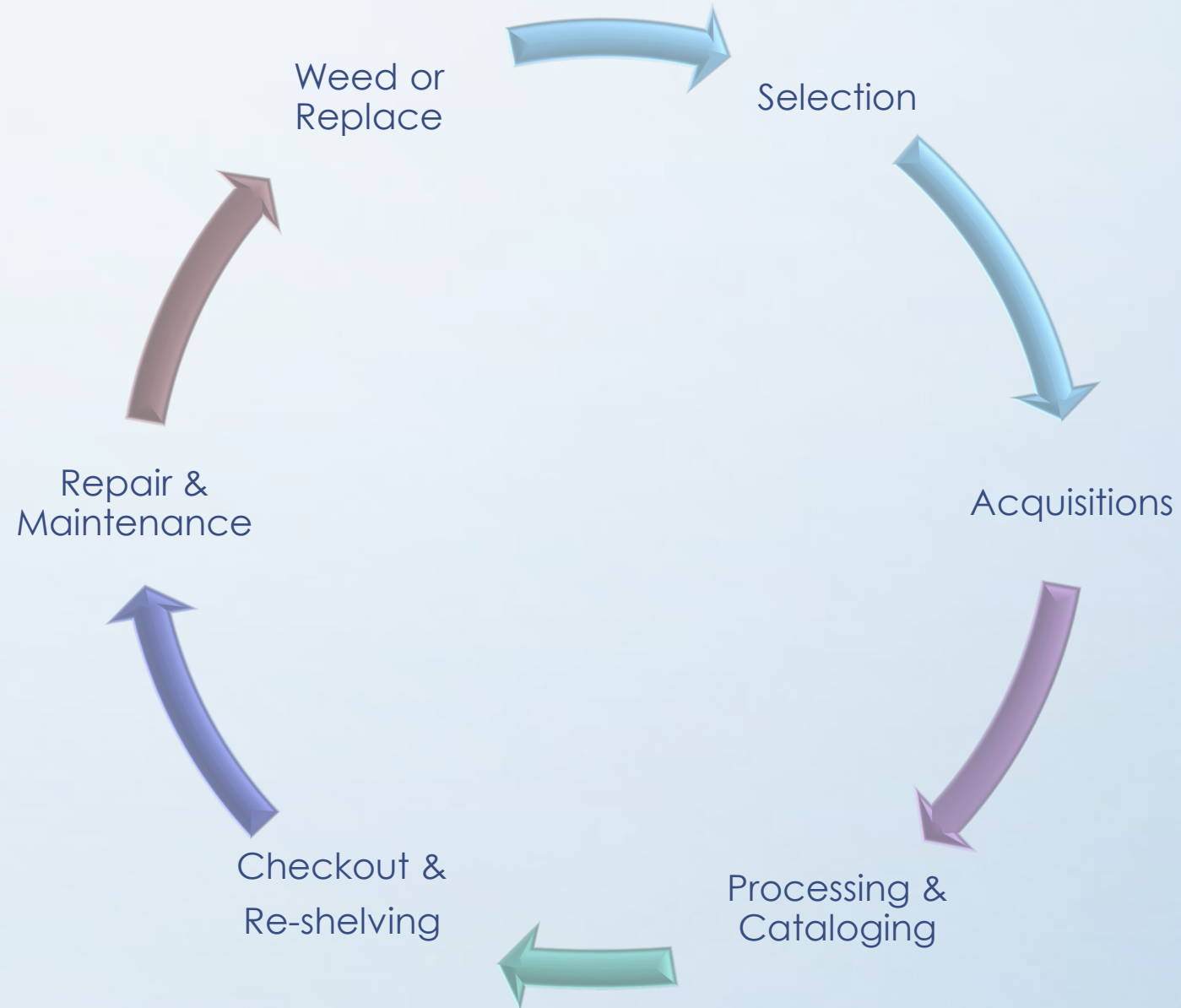
Question Check



Collection Maintenance



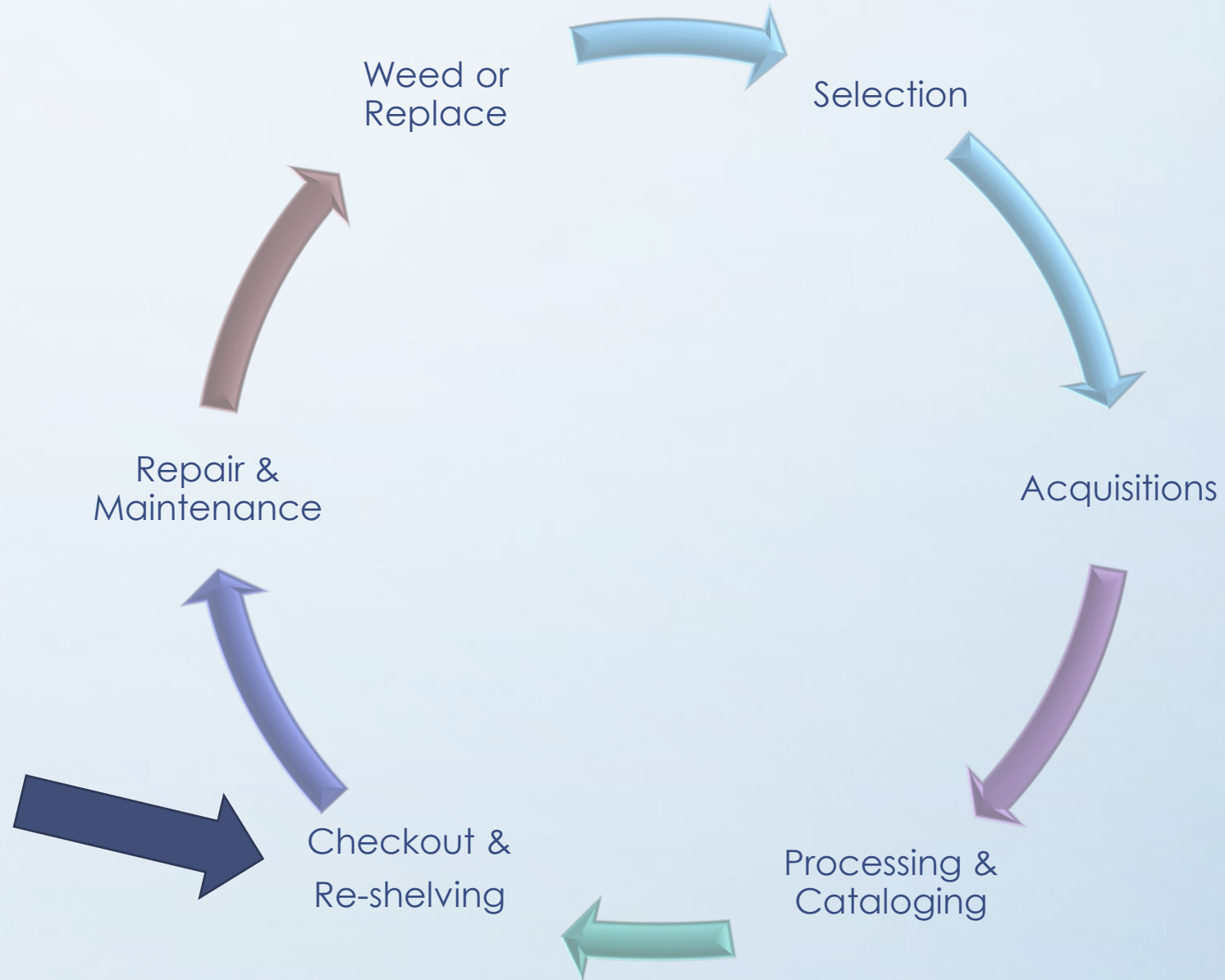
Collection Maintenance Cycle



Collection Maintenance Cycle



Collection Maintenance Cycle



Evaluate the Collection you have

- Get into the stacks
- You can look at the collection as a whole or as individual sections.
- Ask questions!
 - Who is using the collection?
 - What formats do they prefer or are available?
 - Are there patterns to borrowing?
 - What can I do to increase borrowing?
 - Organization
 - Displays
 - Read-a-like lists
 - Book talks or book trailers

Special Organization at your library?

Savage Chickens

by Doug Savage



www.savagechickens.com

- Organization boosts circulation and improves browsing for patrons.
- Every library collection and community is different. Choose what organization works best for your situation.
- Special Organization Ideas:
 - Separate Genre fiction
 - Large Print books
 - Non-fiction by subject rather than Dewey
 - Move it, Move it!

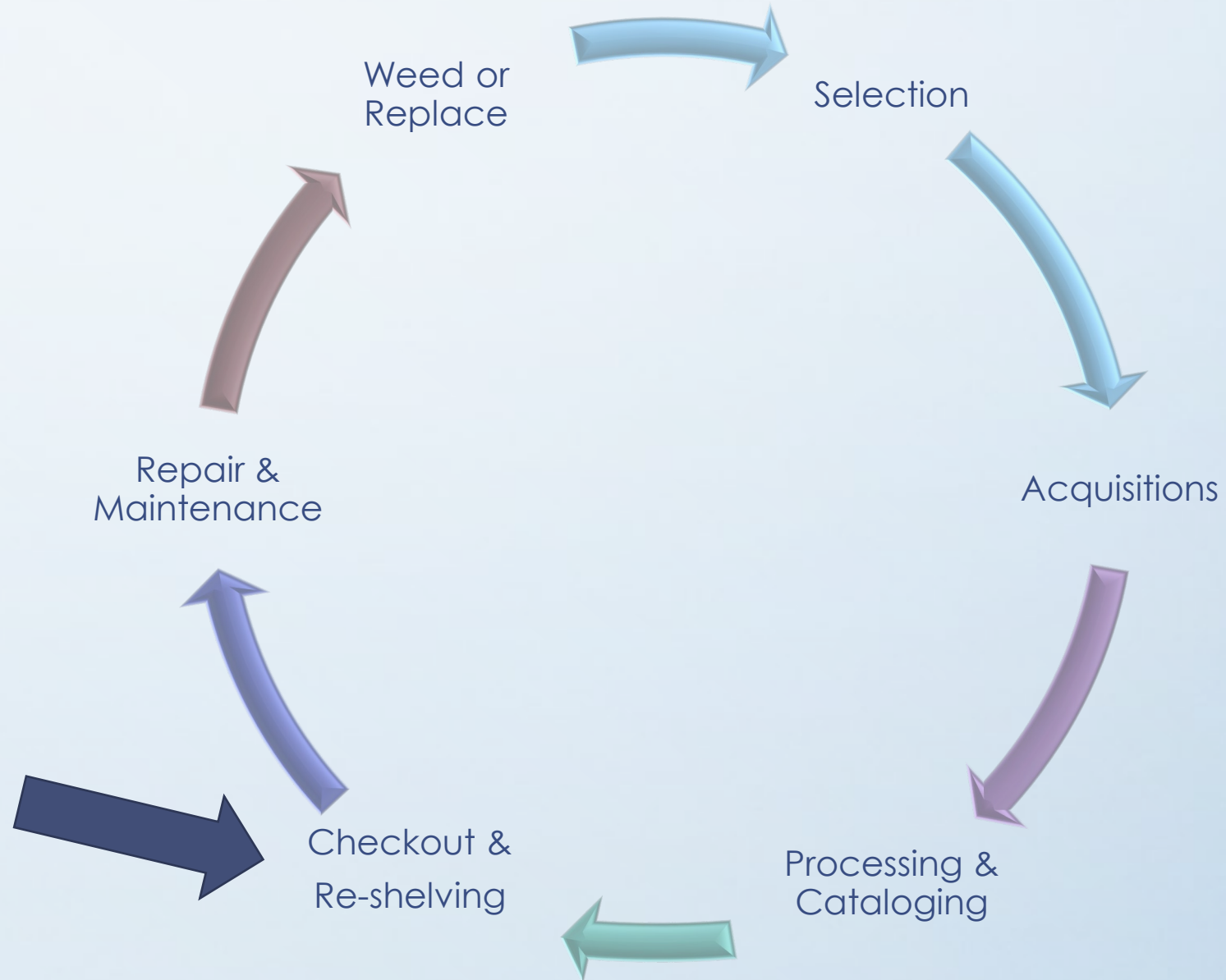
Decide what is staying and what needs to go

- Collection maintenance is a continuous process
- Do a collection analysis or run circulation reports as a starting point
- Get into the stacks! You won't know what is in your library unless you take time to look at the books in your collection
- Check books for damage every time they are returned
 - Evaluate whether to repair, replace, or update as needed
- Look for signs that material is becoming dated
- Make note of patron requests as well as popular topics, genres or formats

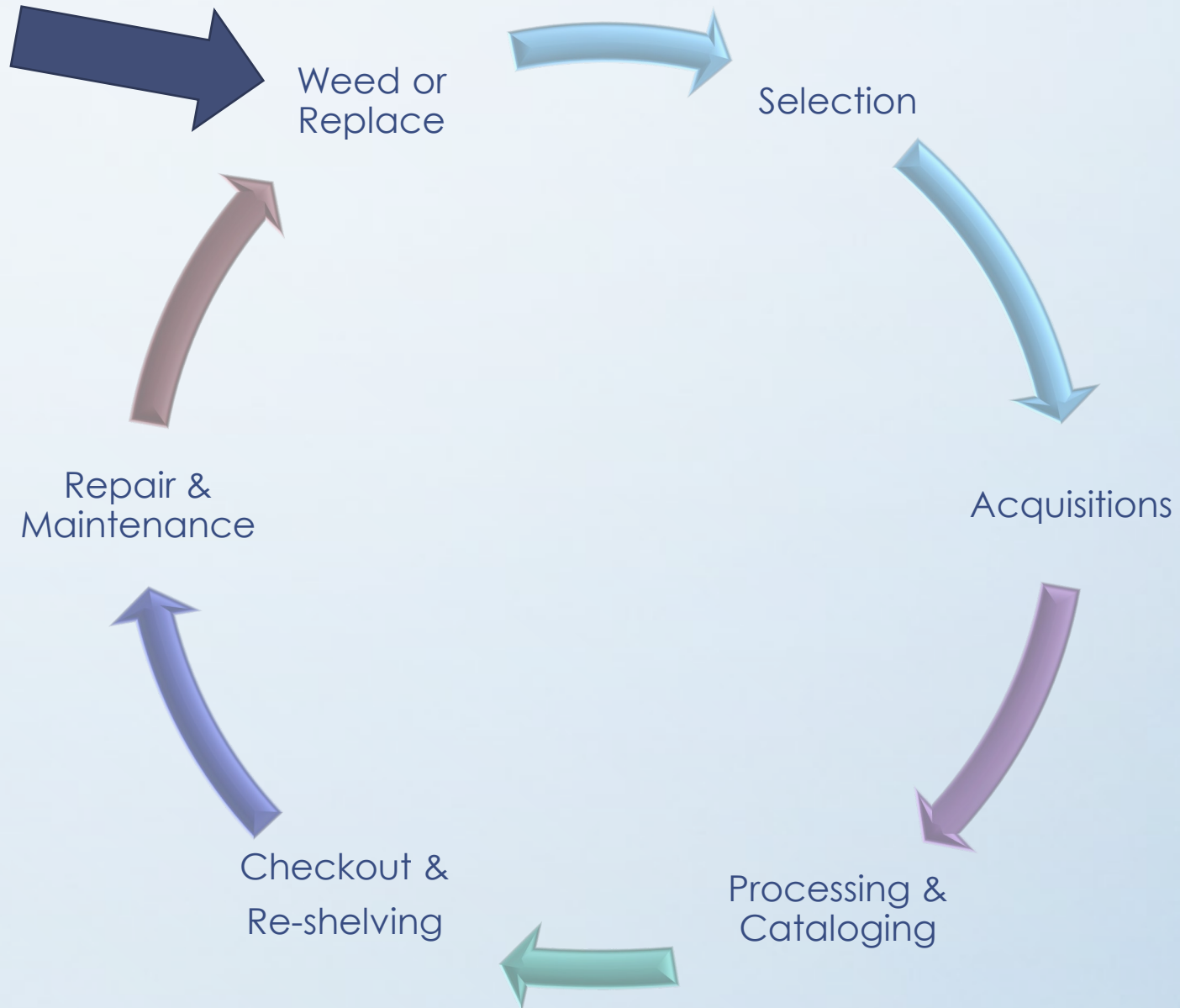
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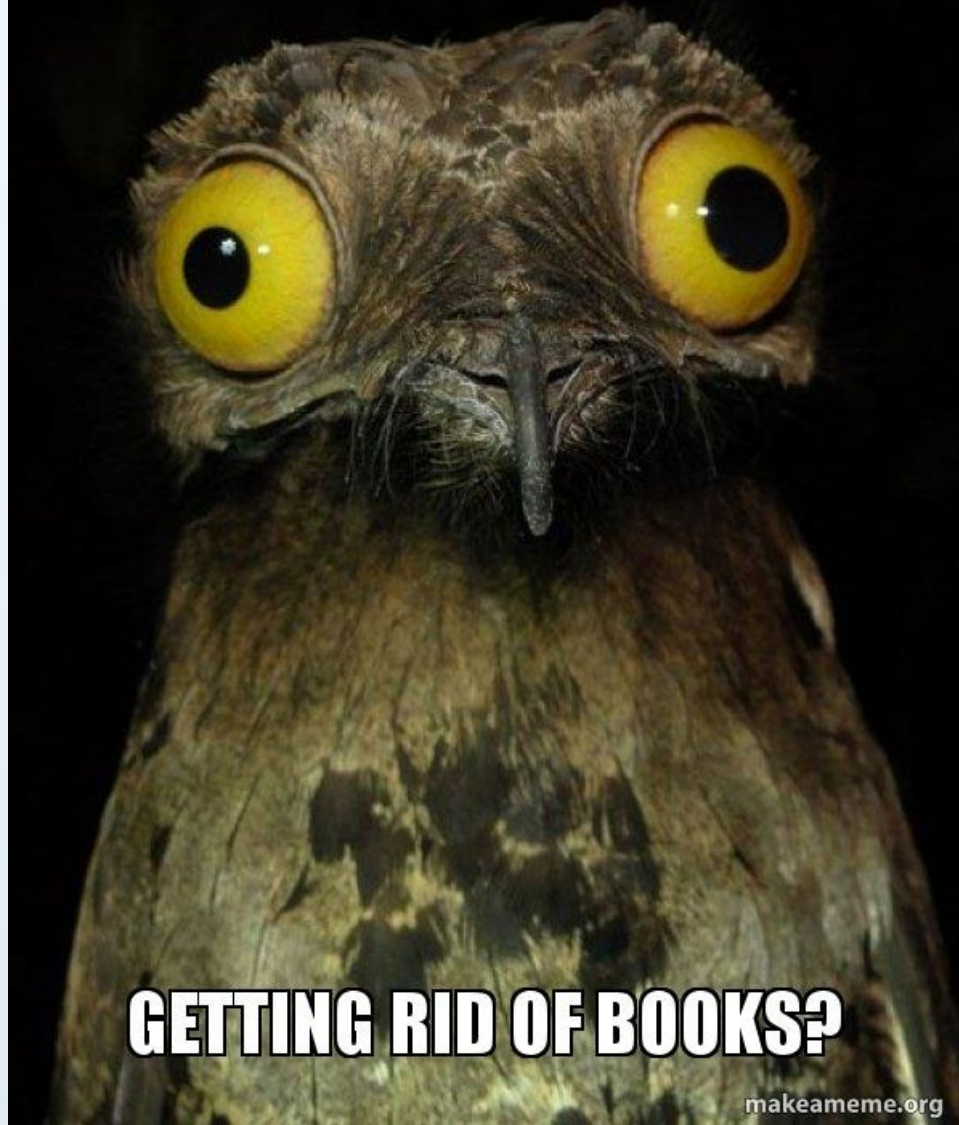
Collection Maintenance Cycle



Collection Maintenance Cycle



WHY IS THE LIBRARY



GETTING RID OF BOOKS?

makeameme.org

Why we don't weed

- I don't have time
- Someone might need it...someday
- But, they're *books!*
- It's the destruction of public property!
- It will leave gaps in the collection
- It is better to have something on the shelf than nothing
- This is my favorite author
- It's historical
- It's a classic
- It's still in good shape
- But, it was a gift!

Why we *SHOULD* weed

- Shelf space
- Current and reliable information
- Get to know the collection's strengths and weaknesses
- Shelf space
- Clean and Attractive
- Easy to browse for patrons
- Shelf space
- Room for displays
- Easy to find items for patrons
- Circulation increases!
- To adapt to changing needs and interests of students and teachers
- To accommodate changes in the school's curriculum

“Weeding. It ain’t just for gardens.”

SHELF CHECK 238 - BY POESYGALORE

WWW.TOONDOO.COM



Keep Staff, Library Board, and Patrons informed of why you are weeding and the benefits



Advance Planning is Important

- Sit down with Staff and the Board to explain the process
- Save samples of the most blatant examples of materials that need to be weeded in your collections
- Make sure everyone involved knows the library's mission and purpose
- Be specific and put criteria in writing
- Negotiate and set local criteria when you hit a roadblock
- Respect the books in the collection and the feelings people have for those books
- Become knowledgeable about what may be valuable in your collection
- Be prepared for a push-back from some community members.
- Have a plan to dispose of discarded items

#bookgate

- Urbana Free Library Aggressive Weeding Draws Criticism
 - (LIS News, June 14, 2013)
- Urbana Free Library Scrutinized Over Book Weeding
 - (Illinois Public Media, June 14, 2013)
 - "Do you ever read any of the books you [weed]?"
 - (Smile Politely, June 13, 2013)
- Bookgate: When Urbana Free Library Purged Thousands of Books
 - (BookRiot, June 21, 2013)
 - Weeding Woes in the Prairie State
 - (Annoyed Librarian, June 19, 2013)
- Urbana Free Library patrons express concern over size and speed of book culling
 - (The News Gazette, June 19, 2013)
- Urbana Free Library executive director to leave after book weeding scandal (The Daily Illini, July 15, 2013)

In local news...



- A Wichita school dumped books in the trash, and neighbors want to know why
 - BY SUZANNE PEREZ TOBIAS
 - June 01, 2018 01:48 PM
 - Updated June 01, 2018 06:29 PM

What to do with discarded materials?

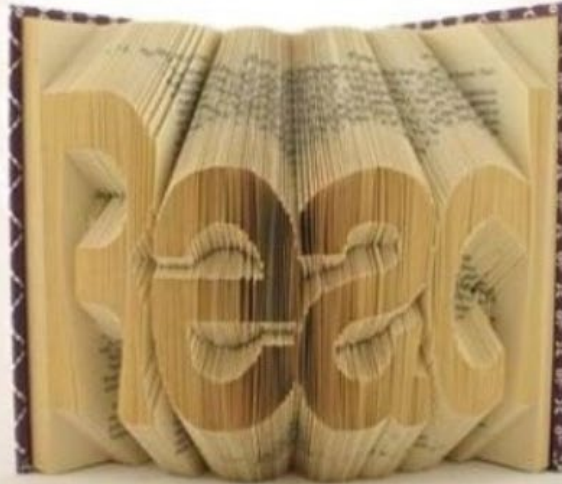
- **DON'T**

- Make your weeded books someone else's problem. Only donate books in good condition and that are appropriate to the institution.
- Create piles of books on tables for patrons, students or teachers to dig through. Be neat and organized if you create a display.
- Keep hundreds of books in attics, storerooms or basements. They become a fire hazard and a nuisance.
- Don't throw away large amounts of books at a single time.

- **DO**

- Investigate used book sellers, recycling programs, and places that will accept and use your discarded items.
- Offer good quality items to your Friends of the Library groups for a book sale.
- Make weeding an ongoing process to avoid large quantities of weeded materials in the library at any given time.
- Clearly mark all deselected items

What to do with books that are out of date, inaccurate, or dangerous?



Question Check



Are some materials exempt from weeding?

- Local history
- Local authors
- Regional settings
- Special Collections
- Beautifully illustrated or “special” books
- Classic Titles

Basic Weeding Steps

- Select an area of the library collection
- Determine the weeding criteria
 - Will likely be different for different areas of the library collection
 - Use, or lack of use
 - Physical Condition
 - MUSTIE or MUSTY
- Check all items in the area against the criteria
- Remove items from the collection that meet the criteria and purchase updates or replacements as needed.



Weeded from Library
DO NOT RETURN

Weeding Criteria – Use

- Some collections, such as General Fiction or History, will be able to remain relevant in your collections longer than others, such as Science Fiction or Health.
- Determine the number of check outs in a given time period
 - There is no “right” number for the amount of time you choose - it could be 3 years, it could be 10 or more. If more books need to go, decrease the number of years.
 - There is also no “right” number for the number of checkouts – start small, maybe zero or one and see how many books show up on the report. If more books need to go, increase the number of checkouts.
 - When running a report to see how many times an item has checked out, be sure to also take into account how long the library has had that item on the shelf
 - If some materials have large numbers of check outs, make sure to pull them off of the shelf to check their condition. Those titles may need to be replaced due to frequent use.

Weeding Criteria – Physical Condition

- Library materials in poor physical condition will not check out and can bring down the overall appearance of library shelves.
- Red flags:
 - Broken, torn, missing or replaced book spines
 - Stained covers or pages
 - Crayon, marker or ink markings covering essential material in the book
 - Broken text blocks and hinges when a book is opened
 - Spider webs or other evidence of pests
 - Food debris in books
 - Water damage or mold

CREW Manual

- **C**ontinuous **R**eview **E**valuation and **W**eeding manual published by the Texas State Library and Archives Commission
- There is a link provided in the Further Information section at the end of this presentation. The entire manual can be downloaded and/or printed for easy reference.
- A good place to start but not applicable to every size of library
- Guidelines for Dewey Classes (000, 100, 200, etc.) are especially useful for new weeders

Weeding Criteria – MUSTIE or MUSTY

- **M** – Misleading, dated and/or factually inaccurate
- **U** – Ugly physical condition (cover art, stained pages, torn bindings, etc.)
- **S** - Superseded (better information in later editions)
- **T** – Trivial (is it appropriate for this collection? Check for poor writing, inaccurate information, inappropriate interest or reading level)
- **I** – Irrelevant or not appropriate to your library's community of users
- **E** – Elsewhere (may be found in another source or on the Web, can be interlibrary loaned if necessary)
- (**Y** – Your collection has no use for this item.)

Weeding Children's Books Guidelines

- Do the illustrations, font type, and book layout support current reading experiences of readers?
- Does the book respectfully portray a diverse audience?
- It is a fact that book covers attract or repel young people especially.
- Extra questions for school libraries:
 - Does the title support the curriculum?
 - Is the author part of author studies?
 - Do I need as many copies as possible to accommodate multiple student access?

Weeding Series Fiction Guidelines

- Is the series or author popular?
- Does your library own the entire series?
- Would you want to purchase the missing books (if any)?
- Does the whole series check out?
- Is the series readily available via Interlibrary Loan?
- If space is needed, it isn't necessary to keep all titles in a series.
 - For ongoing series, keep the first 3 (or so) books and the most recent 3 (or so depending on circulation)
 - If the series is no longer being written, keep the most popular title or titles and weed the rest

Weeding Non-Fiction Guidelines

- Look at pictures
 - Color photographs are best, try to avoid black & white line drawings and photos
 - Check for hair styles and clothing
- Check facts
 - Know when laws and regulations change and don't keep bad or potential harmful information
- Times and attitudes change and your books should reflect that
 - Travel guidebooks, politics, and biographies should be kept up to date and relevant
- Be inclusive
 - Religious materials, gender, sexual orientation, race & ethnicity
- The Internet
 - Sites like Pinterest, YouTube and State Library databases reduce the need for print materials
- Keep it local!
 - Materials with local significance should stay – local authors, histories, genealogy guides

General Copyright Markers to get started

- **By Dewey Classifications**

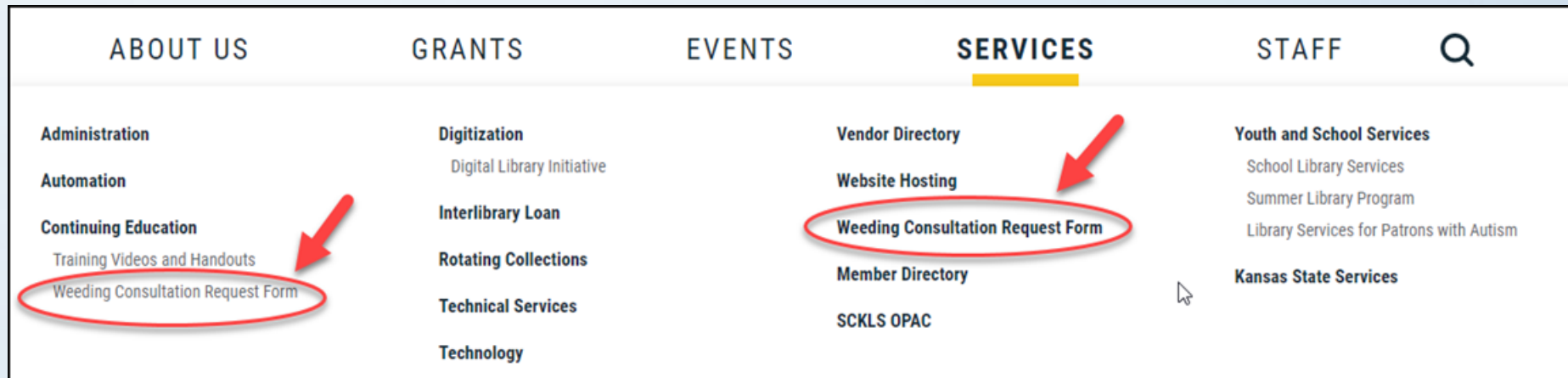
- **000** 2-10 years
- **100** 10 years
- **200** 2-10 years
- **300** 5-10 years
- **400** 10 years
- **500** 5-10 years
- **600** 5-10 years
- **700** 5-15 years
- **800** flexible
- **900** 15 years

- **By Genre**

- **Biographies** flexible
- **Fiction** 10 years
- **Encyclopedia** 5 years
- **Periodicals** 5 years
- **Almanacs, etc.** 3-6 years
- **Reference** constant review

SCKLS Weeding Consultation

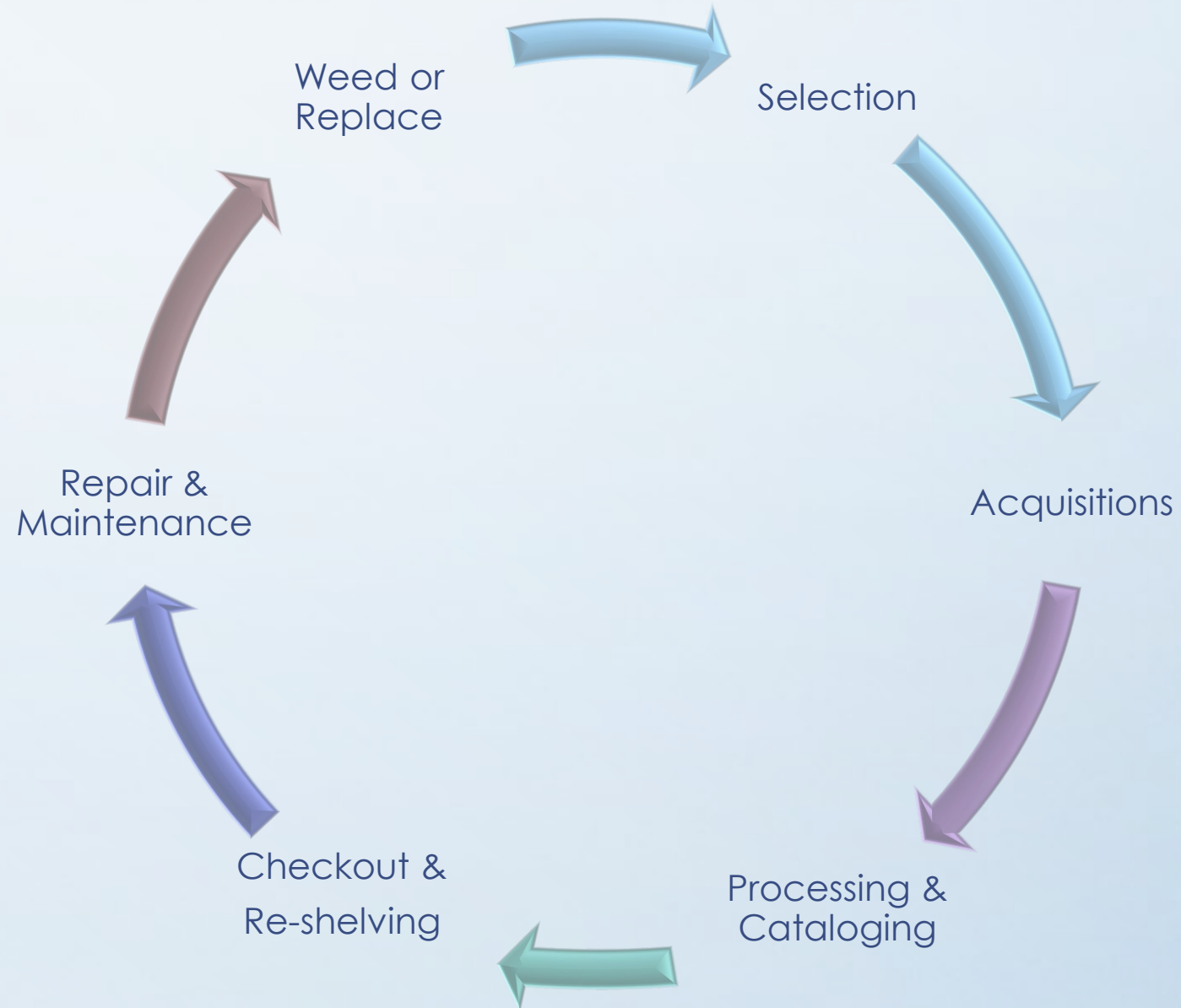
- SCKLS is not currently providing on-site weeding assistance.
- To request a digital weeding consultation with one of our staff members, please complete the form on our website.



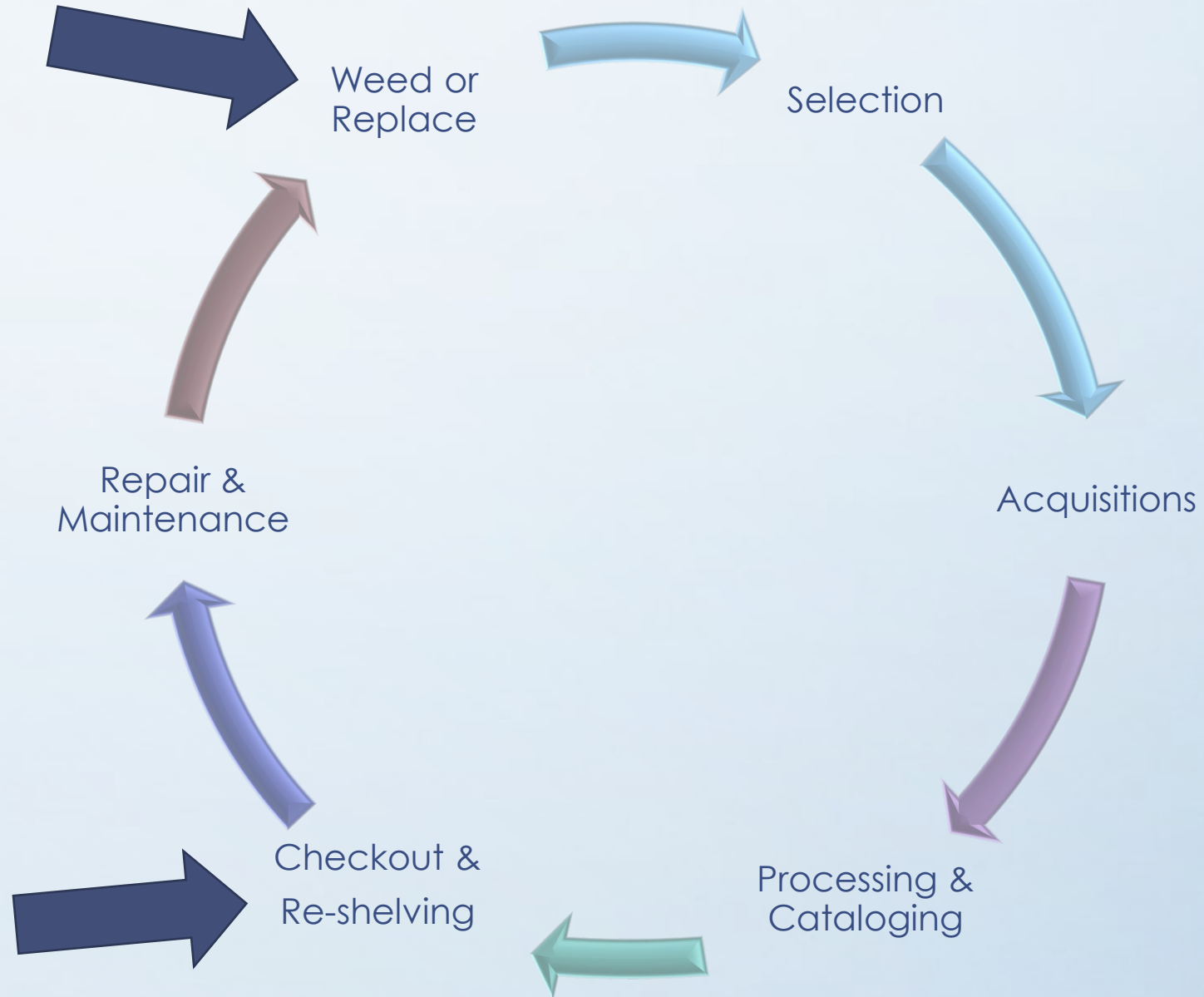
Question Check



Collection Maintenance Cycle



Evaluation and Weeding



Future Training





Further information

CREW download and Online Videos

- CREW manual – downloadable
(<https://www.tsl.texas.gov/sites/default/files/public/tslac/ld/ld/pubs/crew/crewmeth12.pdf>)
- Collection Development: The Basics and Beyond a presentation by Rebecca Vnuk (you will have to search YouTube with the title because it won't let me link the presentation)
- Weed 'Em and Weep! Hoarding is not Collection Development
(<https://vimeo.com/128423844>)

Articles & Books

- The Practical Librarian's Guide to Collection Development (<https://americanlibrariesmagazine.org/2014/05/20/the-practical-librarians-guide-to-collection-development/>)
- Vnuk, Rebecca. The Weeding Handbook: A Shelf-by-Shelf Guide. Chicago, ALA Editions, 2022.
 - A link to the book in our professional collection: <https://sckls.biblionix.com/catalog/biblio/574966430>

Questions?

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