

Trimming the Fat: A Weeding Case Report

University of Maryland, Baltimore, Health Sciences and Human Services Library



In the Beginning.....

To prepare for renovations, we reduced our circulating book collection from two floors to one and reconfigured first floor reference shelving to include current journal shelving.

Results: Library staff moved 73,000 volumes in six months.

Will the Collection Fit?.....

Assessed book shelving available after renovations

Determined a publication date to use as a frame of reference for weeding - 1982

Estimated collection size in 1982 using ALA and AAHSL statistics

Estimated collection growth

Results: Drafted weeding guidelines: Keep books published within the last 25 years except for handbooks, duplicates and general directories. Put stickers on books older than 25 years that should be retained.

Resources.....

- In-house compact shelving – 7,836 linear feet
- Lists and bibliographies such as Brandon-Hill, Garrison & Morton, cancelled standing orders, circulation statistics, duplicate title lists and monographic series
- Colored stickers, book trucks, boxes, pallets

Primary Responsibilities.....

Librarians:

- Weeded non-core collection
- Stickered pre-1982 titles using lists
- Developed circulation statistics spreadsheets
- Reviewed historical books

LTA Staff:

- Added call numbers to title lists
- Weeded duplicate titles from stacks
- Pulled reference indexes
- Edited locations to indicate CLOSED STACKS

Librarians and LTAs worked in three-person teams to move the book collection to compact shelving. Another team of librarians and LTAs withdrew titles from the catalog.

Weeding: Phase I.....December 2006 – March 2007

- Weeded non-core areas of the collection and duplicate titles prior to 1990
- Recycled reference indexes available online
- **Results: Withdrew 20,000 volumes (about 5,000 titles)**

Weeding: Phase II.....March – April 2007

- Using lists, staff evaluated core areas of the collection
- Put stickers on pre-1982 titles to remain in the stacks

Weeding Plan Phase III.....April 16th – May 18th

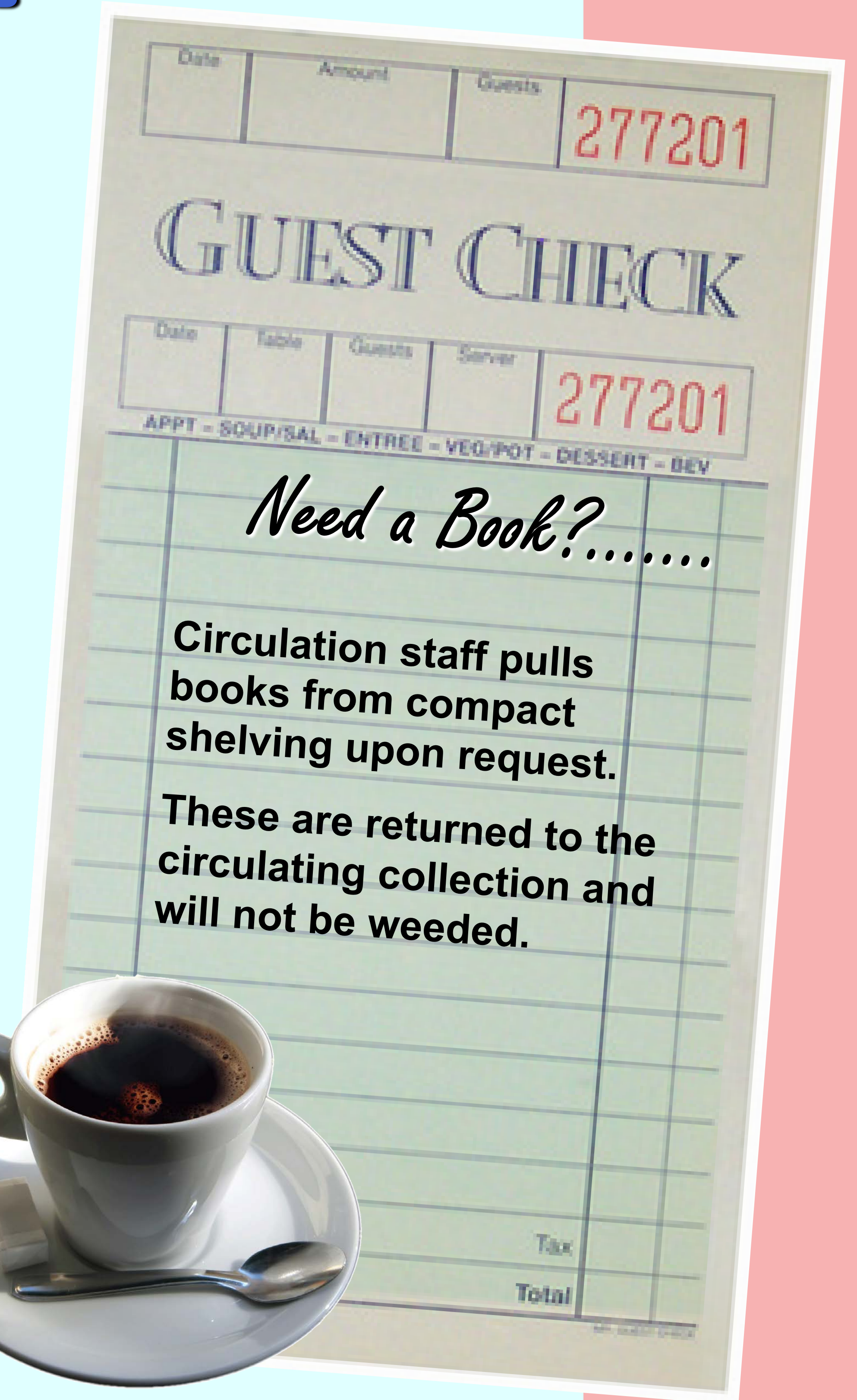
- Moved non-stickered titles to compact shelving
- Scanned barcodes to edit holding records
- **Results: Moved over 53,000 volumes to compact shelving; 270 volumes added to historical collection; 400 volumes tagged for sale on eBay**

Weeding: Phase IV.....May – June 2007

- Office Movers, Inc. shifted book collection from two floors to one
- Moved current journals from second floor to the first floor
- **Results: A lean collection of circulating books resides on one floor; current journals are integrated into the first floor services area**

Weeding: Phase V.....Present and Future

- Evaluate books in compact shelving for return to circulating collection
- Edit holding records to indicate new collection – CLOSED STACKS
- After one year in compact storage, records will be globally suppressed in the OPAC
- Withdrawing books from the collection begins



Date	Amount	Guests	277201
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GUEST CHECK

Date	Table	Guests	Server	277201
APPT - SOUP/SAL - ENTREE - VEG/POT - DESSERT - BEV				

Need a Book?.....

Circulation staff pulls books from compact shelving upon request.

These are returned to the circulating collection and will not be weeded.



Tax
Total



MAC/MLA 2007 Annual Meeting: Baltimore, Maryland October 9-12, 2007



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“Service with a smile!”