

DOWNLOAD PDF WEEDING AND MAINTENANCE OF REFERENCE COLLECTIONS

Chapter 1 : Weeding and Maintenance of Reference Collections: 1st Edition (e-Book) - Routledge

Here is unique volume offering practical advice on weeding and maintaining reference collections. It covers different types of libraries--academic, corporate, public--and problems, and librarians describe in detail methods and criteria used by their libraries in weeding their reference collections.

Regardless of format, an optimal library collection is one that is reviewed on a consistent basis for accuracy, currency, usage, diversity, and subject area gaps. When evaluating print or another tangible medium, collection maintenance usually involves the continual care of the materials, including accurate and efficient shelving and re-shelving, shelf-reading, shifting, and cleaning. With digital materials, collection maintenance includes consideration of continued sufficient coverage of databases or other electronic reference sources, checking for dead or broken links and evaluating these links for accuracy, currency, and relevancy. Weeding or the deselection of material is critical to collection maintenance and involves the removal of resources from the collection. All materials are considered for weeding based on accuracy, currency, and relevancy. Space limitations, edition, format, physical condition, and number of copies are considered when evaluating physical materials. While weeding is essential to the collection development process, it should not be used as a deselection tool for controversial materials see the Library Bill of Rights. Step-by-step guidelines on weeding and removal procedures are not typically found in a policy but in a procedural manual. There are many weeding resources available online to provide guidance to library staff. Public Library Collection Maintenance and Weeding Weeding and collection maintenance are based on the availability of newer, updated resources or the circulation statistics and use of materials. Policy language that references weeding should highlight objective criteria used in making decisions, such as publication date, circulation history, and the physical condition of the resource. Public libraries may decide there are areas of the collection that are important to the community e. The policy should note areas that are not reviewed for weeding. While reports and automation have made weeding easier, evaluating collections should be executed with a trained librarian, as certain titles classics, local interest, backlist for authors about to release a new title after a long hiatus may be worth keeping on the shelves despite low usage statistics especially if only one library in the consortium or interlibrary loan group owns and will loan a copy. Public Library Collection Maintenance and Weeding Policy The library continually withdraws items from the collection, basing its decisions on a number of factors, including publishing date, frequency of circulation, community interest, and availability of newer or more valid materials. Fiction that was once popular but no longer in demand and non-fiction books that are no longer useful are withdrawn from the collection, Withdrawn books are donated to the Friends of the Library for book sales. The proceeds from such sales are used for the benefit of the library. Books that are not sold will be disposed of at the discretion of the Friends of the Library. School Library Collection Maintenance and Weeding School librarians should develop policies to guide collection maintenance and weeding to ensure that materials and resources are available to students and staff and also to more efficiently manage the collection. These policies should include guidance on repair, replacement, and removal of materials. Weeding of the collection should also be guided by clear policies to determine when items should be removed and if they should be replaced with newer, updated content. Conducting regular inventories of the collection is also an essential component of collection maintenance and weeding. Collection maintenance and weeding policies should also specify who repairs materials and is responsible for weeding and inventory. Policies should provide guidance about disposal of weeded items. School Library Collection Maintenance and Weeding Annually, the school librarian will conduct an inventory of the school library collection and equipment. The inventory can be used to determine losses and remove damaged or worn materials which can then be considered for replacement. The inventory can also be used to deselect and remove materials that are no longer relevant to the curriculum or of interest to students. Additionally, school librarians should develop a collection maintenance plan that includes systematic inspection of materials that would result in weeding

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outdated, damaged, or irrelevant materials from the collection. Academic library policies addressing collection maintenance and weeding can be quite lengthy and often describe a detailed set of criteria for each format and collection area. Academic libraries use circulation, publication, and subject-specific data to determine binding needs and weeding processes. Academic libraries usually engage in a multi-step approval process when items are being considered for weeding. Academic libraries frequently employ a methodology for weeding such as MUSTIE misleading, ugly, superseded, trivial, irrelevant, or obtained elsewhere or CREW continuous review, evaluation, and weeding. Materials that no longer meet the needs of the university community may be removed from the collection. Why Do I Need a Policy?

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Chapter 2 : Weeding and Maintenance – State Library of Iowa

Note: Citations are based on reference standards. However, formatting rules can vary widely between applications and fields of interest or study. The specific requirements or preferences of your reviewing publisher, classroom teacher, institution or organization should be applied.

They are also being used less and less as librarians turn to databases and patrons turn to the immediate gratification of the internet. As budgets decline and libraries look to use their space in new and creative ways, physical reference collections are obvious targets for heavy weeding. So where do you start when you are lucky enough to get the assignment to chop chop chop? Before You Begin Get a firm idea of how much the administration wants to reduce the reference collection. Some parts of the reference collection may provide greater or smaller opportunities for weeding, depending on how they were developed in the past and how much time-sensitive material they hold. Understand that--unless your task is to do away with the reference collection entirely--this will probably not be the last time you have to go through this process, so make notes as you go along. Weeding reference materials can be tricky because there are no circulation stats to show that the items are being used or how often. Make sure that all items taken from the shelves are counted before they go back. The same goes for your co-workers; they may have reference sources that they regularly use and would be disappointed to find missing. In my urban, public library, patrons regularly use the Hill-Donnelly street index, books of names, and the dictionary and thesaurus. Keep in mind that most libraries are not research libraries with historical collections--there is no point in keeping outdated materials that are not being used by your patrons and co-workers. Shelf by Shelf" for some good, section-specific advice, login required for earlier articles. Feel free to add a comment if you have information to share. Go section by section, rather than trying to tackle the entire reference collection at once. Go through the section with a cart and pull items that are obviously outdated, in disrepair, duplicates, have superseding editions adjacent to them, etc. Should I Weed This Item? Check to see what other libraries in your consortium or libraries with a similar size and demographic makeup still own that book. Check whether more updated information on that topic is available in the reference collection or in your own circulating collection. Ask yourself "is it worse to have nothing on this topic and to have people go to the reference desk, or to have completely outdated information? For example, weed anything that: Contains the words "modern" or "the present" or "updated" and was published in the 80s or earlier. Is a style manual or other guide that does not mention how to cite internet or database sources. Contains information that people including librarians no longer use books to find. For example, I weeded a guide to the Tony Award and one about the Academy Awards, both circa the s, because they were both outdated and obsolete. I also weeded the Thesaurus of Book Digests: Your reference collection should consist of books that: A recent edition of a dictionary fits this description. Yes, your patrons could look up a word online. But the overwhelming majority still want that paper dictionary, and it needs to be available to all. Move to the circulating collection those items that people might actually want to check out and take home, but which have been traditionally considered strictly reference: If you want to contest the inclusion of any item on the list, please do the same.

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Chapter 3 : Weeding and deselection bibliography

Auto Suggestions are available once you type at least 3 letters. Use up arrow (for mozilla firefox browser alt+up arrow) and down arrow (for mozilla firefox browser alt+down arrow) to review and enter to select.

This paper discusses the creation and evolution of this tool and how it was used in both a small scale pilot and a second larger effort and how it impacted the project and faculty involvement. Here, the pursuit of reducing duplication turned out to be a successful strategy for meeting their space reduction goals. Musselman Library Staff Publications. Finally, this presentation summarizes the workflows needed to support continuous decision making and provides a sample of the results from the assessment initiatives described. A brief overview is provided to delineate why deselection is important, and how it can be accomplished. A literature review was prepared. It included a review of deselection at small, medium sized and large college and university libraries. The pros and cons of print versus e-books for collection development were reviewed, including four case studies. The feasibility of replacing print reference titles with e-books is also covered. A review of the monograph weeding project at Adelphi University Library in the humanities and social sciences is provided. Conclusions and a projection of next steps are also included. *Collection Management*, 40 1 , Collection managers should analyze and control the quality of digital collections by active weeding of e-books. Certain print weeding strategies apply to digital material even though digital material does not take up physical space. One such strategy is the removal of outdated content, especially in the subjects of health and technology, in order to maintain updated and accurate collections. However, the e-book format presents some additional and different quality control challenges. In this article, the authors describe an e-book weeding project at the Louisiana State University Libraries that addresses and demonstrates these challenges. Carriuolo, Nancy and Tovah Reis *The New England Journal of Higher Education*, August 10, The president and library dean at Rhode Island College describe the planning and communication process that was used in a deselection project aimed at freeing up space on campus. This is a good account of how different stakeholders were engaged in the process, paving the way for a successful project. Zanin-Yost, Alessia and Katy Ginanni *Library Philosophy and Practice e-journal* , Paper This article explains the collaborative undertaking of the arts liaison and the collection development librarian in weeding the fine art print collection at Western Carolina University. Using a decision support tool forced Olin librarians to make weeding decisions based on multiple data points such as rarity, statewide repository candidates, or inclusion on recommended lists for college libraries. Wesleyan University Library, Last Updated: Updates and more on the project. University of North Alabama Last Updated: August 22, University of North Alabama weeding project blog. Contains explanations and detailed procedural and policy information. Hicks, Justin *Central Michigan Life* January 19, Campus paper interviews library dean, who focuses on all the new materials acquired to explain the need to weed. Sjober *Collection Management* 36 1 Belway *Collection Management* 34 3 Gushrowski *Journal of Hospital Librarianship* 8 3

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Chapter 4 : The School Library Media Specialist: Information Access & Delivery

Selection & Reconsideration Policy Toolkit for Public, School, & Academic Libraries. Regardless of the type of institution, collection maintenance and weeding are important components of a library's collection management system and are often related to the goals and mission of the organization.

The collection manager should evaluate the collection on a regular basis and add or remove items as necessary. One of the most important parts of maintaining the collection is weeding. During the weeding process, the collection manager determines whether an item should be kept or removed. There are several questions to consider when making weeding decisions such as: Is the item up-to-date? When was the last checkout? What is the physical condition? Is there enough shelf space? Are there multiple copies? Is it duplicated by other books on the same topic? Is the item available elsewhere? Are new editions available? Is the item appropriate to the collection? Does the item have local significance? The issues of date and relevance are especially important in regards to non-fiction titles. Certain topics such as health, technology, or finance change frequently. It is important to keep books on these topics up-to-date. Sometimes it is best to have nothing on a topic if the only available book gives old or misleading information. The weeding process serves to identify weaknesses in the collection and helps the collection manager determine future purchases. You cannot give public library books to Planned Parenthood or any other private nonprofit for its book sale. Iowa Code section It says, in part, that no public money or property shall be appropriated for private purposes. Public officials must exercise control over any public funds and public property in their charge. Also, the moment a staff member accepts a donation to the library, it becomes public property subject to myriad legal restrictions regarding its disposition. There is a concept of legal accountability within government that says public property should be sold for an amount close to its market value. You may ship books to Better World Books because this organization sells them on consignment, which conforms with the law pertaining to the final disposition of discarded materials. You can donate materials to another government agency at any level--a school district or a local, state or federal agency or program. Instead of donating books to a private daycare, which is legally prohibited, give them to a Head Start classroom, which is a federally-funded program. The county jail is also usually eager to accept any and all reading materials. You can recycle or throw away materials. Last, but not least, the Internet is full of craft projects that use old books, so your staff can make something to display or you can host programming for both children and adults that uses discarded books. Avoid conveying books and materials to someone who offers to "take them off your hands.

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Chapter 5 : Collection Maintenance and Weeding | Tools, Publications & Resources

Practical advice for librarians on weeding and maintaining reference collections. The contributors cover academic, corporate and public libraries, and discuss in detail methods and criteria used in.

The Head of Reference and Instruction has primary responsibility for pursuing a systematic and consistent management program for the reference collection. All subject specialists serve in a selecting capacity for their subject areas. The following principles serves as guidelines in deciding which titles will be included. These guidelines need to be weighted, with more weight being given to items at the top of the list: Judged usefulness of the publication, considering the programmatic needs of the Auburn University curriculum without preference to any one program. Usefulness is balanced against the strengths and weaknesses of the existing collection as measured by frequency of use, demand, or need for a source in the reference collection or at the reference desk because of number of questions asked or answered from it. Uniqueness of the coverage in the source; the source contains a considerable amount of information not found elsewhere. There needs to be a balance between uniqueness and duplicativeness of information with weight going to uniqueness. Breadth and depth of coverage f. Difficulty of independent use by users because of arrangement of information, required interpretation of information, etc. Difficulty should be unrelated to format. Reference Collection Evaluation 1. Periodic evaluation of the resources already in the reference collection is as important as selection of new materials, since it is a working collection of important, frequently consulted publications. Careful, regular, and systematic weeding removes older, less desirable works from the collection. Many of the same principles and guidelines are followed in evaluation as in selection of new materials. Since each discipline covered by the reference collection requires different types of materials, it is impossible to establish absolute standards to be followed in evaluation. For some disciplines the reference collection should provide current materials only; for others it must also provide retrospective and historical works. However, some general guidelines which should be considered are the following: The reference collection is weeded in two ways: Periodic Public Policy Review The Head of Reference and Instruction Services will be responsible for conducting a periodic review of this policy to insure that the scope, formats, types of materials, and criteria used for inclusion and evaluation are still valid and reliable descriptions and measures for reference collection management.

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Chapter 6 : Download [PDF] Weeding Library Collections Free Online | New Books in Politics

Weeding is a perennial challenge for librarians. This book will help you rise to the task by offering you basic instructions, including information on new formats and digital collections.

I hate to throw things away. How do I know when something should be pitched? What should I do? One of my buildings is closing. How do I get rid of everything? The collection must be examined periodically to determine what materials need to be repaired, replaced, or removed. You also need policies that help you in the reconsideration process. A statement regarding the need for reevaluation of materials should be part of your selection policy. It should also indicate specifications for periodic inventories and recommendations for continuous and intermittent examination. Finally, criteria should be included for deselection of materials. Weeding or deselection is selection in reverse. It is the practice of discarding or transferring to storage excess copies, rarely used items, and materials no longer in use. For example, the book on the left titled Space Flight: The information in this book is nearly half a century old. Purging is officially withdrawing an item from the collection. A policy is an important part of the weeding process. What happened to "The Wizard of Oz"? What happened to "Future of the railroad"? What happened to "Sally the nurse, Fred the Fireman"? Return to Top Weed now or weed later? There are two laws of nature concerning weeding. First, no matter how strange, one person will find the item useful. Return to Top How do you deal with guilt over tossing materials? You feel bad because you are throwing away books, videos, or software. Do you want a student to get inaccurate information? Do you want students to handle old, moldy books? The following list discusses why weeding is important: Return to Top What excuses can be used for not weeding? What is also ongoing, unfortunately, is the recurring outcry from the public over weeded resources. Visions of headlines such as "Librarian Trashes Precious Books" and scores of parent protesters guarding school dumpsters can turn even the most determined library media specialist into an equally determined weeding procrastinator. Library Media Connection; 23 7 , There are many excuses for not weeding. Deselection criteria will help you make good decisions. You may fear throwing things out. Purging just takes practice. Repeat to yourself, quantity does not insure quality. Return to Top What should be considered in weeding? There are some things that should not be weeded. However, you may choose to move them out of general circulation. The following list provides some examples.

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Chapter 7 : Reference Collection Development Policy

Kindle Store Compra un Kindle Applicazioni di lettura Kindle gratuite eBook Kindle Kindle Unlimited Novità : Prime Reading eBook in inglese e altre lingue Accessori Ricondizionati Certificati Forum di assistenza Contenuti e dispositivi Assistenza Kindle.

It is also one of the most important. Collections that go unweeded tend to be cluttered, unattractive, and unreliable informational resources. There are two aspects to weeding. The first is the writing of a collection development or selection policy that is appropriate for your community; this will serve as a guideline as you make decisions about your collection. The second is applying that collection development or selection policy as you make decisions about the materials in your collection. This fact sheet offers a selection of resources for collection development and evaluation, many applicable to all types of libraries and others for specific types of libraries. A list of books on collection development, compiled by this office, appears at WorldCat. Developing an Outstanding Core Collection: A Guide for Libraries. American Library Association, Packed with selection resources and sample core lists in seven subject areas, this soup-to-nuts manual will be useful whether you are starting from scratch or revitalizing an existing collection. Focuses on developing a collection with high-quality materials while saving time and money. Rethinking Collection Development and Management. Reveals how dramatically collection development is changing, and has already changed; supplies practical suggestions on how librarians might respond to these advancements; and reflects on what librarians can expect in the future. A chapter on collection development and management in the MLIS curriculum makes this volume especially pertinent to library and information science educators. With so many titles out there, how do you know which ones will actually circulate? The Collection Program in Schools: This practical text provides all the information and direction beginning school librarians need to develop and manage multiformat collections. With the myriad number of print and electronic materials now available for school libraries, librarians need to know how to select the right materials for their libraries, and how to maintain, evaluate, circulate, and promote their collections. A one-stop resource that thoroughly overviews the policies and procedures for timely and effective collection development for school libraries, the work is organized by chapters that explain the various tasks involved in effective collection development for school libraries. This introductory text includes a listing of the advantages, disadvantages, and copyright concerns of various formats, and also provides guidance on how to write policy and procedure manuals for school libraries; addresses concerns that impact collection development, such as ethical and fiscal issues, the curriculum, the school library environment, and special groups of students; and includes several figures and tables relating to these topics. A collection of essays on patron-driven acquisitions PDA , with special emphasis on e-books. Both positive and negative aspects are addressed. This book gathers together the best practitioners in the emerging field of customer-based collection development, whose goal is to find out what library users need and want and manage collections accordingly. Customer-based collection development is one way for libraries to navigate the rapid changes in what users expect of libraries, and this new anthology is an important guide to this approach. Collection Development in a Changing Environment: Policies and Organization for College and University Libraries. It is also the first ClipNote to use excerpts, many of which are hyperlinked, from more than 60 libraries. For each collection development policy element, the ClipNote provides examples of not only traditional policy language but also examples of unique, forward thinking or strategic language. The topical organization should be useful for a wide variety of large and small college and university libraries and will facilitate both writing an all-new policy or revising outdated sections of an existing policy. Multiple, simultaneous user access is allowed for this e-book. Crash Course in Collection Development. This professional volume covers all aspects of collection development and management in the public library, from gathering statistics to design a collection that meets community needs, to selecting materials, managing vendor relations, understanding the publishing industry, and handling complaints. Author Wayne Disher provides

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public librarians—especially those without the benefit of academic training—access to the tools to make them successful, and their collections beneficial to the public they serve. The second edition features two new chapters on digital curation and cooperative collection development. Additional updates include helpful information on infographics, more budgeting formulas, and a section on core collections, as well as content covering eBooks, electronic storage, and digital rights management. Chapters discuss subjects such as marketing the collection to patrons, book repair, and handling censorship issues when collections are challenged. In the collection, as many points of view are included as possible. It is important that each library system drafts, and has approved, a written collection development policy. The Georgia Public Library Service provides guideline documents and bibliographies to assist Georgia public libraries in completing this task. Includes resources, with guidelines and bibliographies, on collection standards, policy development, core collections, opening day collections, as well as weeding. Each chapter includes discussion questions, activities, references, and selected readings. Special features include samples of a needs assessment report, a collection development policy, an approval plan, and an electronic materials license. Fundamentals of Collection Development and Management. Johnson offers a comprehensive tour of this essential discipline and situates the fundamental ideas of collection development and management in historical and theoretical perspective, bringing this modern classic fully up to date. Each chapter offers complete coverage of one aspect of collection development and management, including numerous suggestions for further reading and narrative case studies exploring the issues. Developing Collections to Empower Learners. American Association of School Librarians, Outlines a specific plan for school library media specialists and teachers to share the responsibilities of planning, teaching, and assessing student learning and offering a truly coherent curriculum. Chapter 5 - Collection Mapping: Fundamentals of Managing Reference Collections. Offers information and insight on best practices for reference collection management, no matter the size, including the importance of collection development policies, and how to effectively involve others in the decision-making process; new insights into selecting reference materials, both print and electronic; and strategies for collection maintenance, including the all-important issue of weeding. Although the intent of this document is to provide a foundation for a school library media center to prepare for and respond to intellectual freedom challenges, the content is a basic guide to why a selection policy is important, how to draft a policy, tools for building a collection, and procedures for responding to a challenge.

Chapter 8 : bcpslis / Collection Maintenance: Weeding and Inventory

In Weeding and maintenance of reference collections, Edited by: Pierce, S. J. 53 - New York: The Haworth Press. [Google Scholar]. In an effort to comply with the recommendations of the field, the first step in the reference collection weeding project was the creation of a reference collection policy.

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Weeding or deselecting is an integral and important part of collection development in school libraries. It is essential that libraries evaluate the quality and content of all materials and delete unsuitable, dated, or unnecessary materials.