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# Conducting a Large-Scale Weeding Project in an Academic Library: Purpose, Plan, and Process

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# CONDUCTING A LARGE-SCALE WEEDING PROJECT IN AN ACADEMIC LIBRARY: PURPOSE, PLAN, AND PROCESS

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# DISCLAIMERS

1. Not a “how-to-weed” presentation
  - *The Weeding Handbook: A Shelf-by-Shelf Guide* by Rebecca Vnuk, published by ALA in 2015.
  - *CREW: A Weeding Manual for Modern Libraries*, published by the Texas State Library and Archives Commission (PDF available online)
2. Not an analysis or discussion of weeding philosophies
3. Some specifics won't apply to your situation

# TOOLS

1. Microsoft Access
2. Microsoft Excel
3. Ex Libris Voyager
4. OCLC Connexion

# CONTEXT

## 1. Olivet Nazarene University

- Seven academic colleges/schools
- Graduate programs in business, education, nursing, and ministry (one doctoral program: Ed.D. in Educational Leadership)
- Record enrollment for 2017-18 of 5,002 students (3,037 undergrad)

## 2. Benner Library (in 2015)

- 7 faculty librarians; 9 staff (8 full-time); ~65 student workers
- Roughly 162,000 volumes

PURPOSE

PLAN

PROCESS

# CONTEXT



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## 2. Benner Library (in 2015)

- 7 faculty librarians; 9 staff (8 full-time); ~65 student workers
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## 3. Vision 2022

- Center for Academic Excellence

# GOALS

- I. Create space for Center for Academic Excellence
  - Move all “stacks” books from 2<sup>nd</sup> Floor to 3<sup>rd</sup> Floor
  - Reduce footprint of Reference collection on 1<sup>st</sup> Floor (by +50%)



PURPOSE

PLAN

PROCESS

# GOALS



PURPOSE

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# GOALS

1. Create space for Center for Academic Excellence
  - Move all “stacks” books from 2<sup>nd</sup> Floor to 3<sup>rd</sup> Floor
  - Reduce footprint of Reference collection on 1<sup>st</sup> Floor
2. Make up for lost time in terms of weeding
  - Regular weeding was not happening
  - There were a lot of items that needed to go

# PLAN OVERVIEW

1. Rely on data
2. Don't make enemies
3. Be organized

# RELY ON DATA

- I. What will it take to get all the books on 2<sup>nd</sup> Floor up to 3<sup>rd</sup> Floor?

Date	Latest Action	Call No Range	2nd/3rd Floor Shelving Needs			
			New	Empty - 3rd	Full - 2nd	Difference
4/15/2015	Counted full shelves on 2nd Floor	-----	0	0	1190	1190
4/16/2015	Counted empty shelves on 3rd Floor	-----	141	141	1190	1049

## RELY ON DATA

1. What will it take to get all the books on 2<sup>nd</sup> Floor up to 3<sup>rd</sup> Floor?
2. What books—and how many—have not been used (in the past 12 years)?
  - Microsoft Access query
  - Criteria: 0 charges; 0 browses; create date < 6/19/03
3. What books should we never get rid of?

# DON'T MAKE ENEMIES

1. Enlist help of library-friendly faculty
  - “Collection evaluation” rather than “weeding”
2. Assign sections to librarians...strategically
  - Subject area expertise
  - Subjects not part of academic curriculum

# BE ORGANIZED

## I. Keep track of what is weeded and when

Date	Latest Action	Call No Range	2nd/3rd Floor Shelving Needs			
			New	Empty - 3rd	Full - 2nd	Difference
4/15/2015	Counted full shelves on 2nd Floor	-----	0	0	1190	1190
4/16/2015	Counted empty shelves on 3rd Floor	-----	141	141	1190	1049
4/16/2015	Weeded Pediatric Clinics of North America and Surgical Clinics of North America	617.07 Su77s   618.9208 P341p	6	147	1190	1043
5/1/2015	Weeded Annals of the American Academy (partial)	320.05 Am35a v.417-v.554	3	147	1187	1040
5/6/2015	Weeded 301.16's	301.16 - 301.17	2	147	1185	1038
5/7/2015	Weeded 658.8's	658.8 - 658.9	9	156	1185	1029
5/18/2015	Kathy's Weeding on 2nd Floor	300s (various)	4	156	1181	1025
5/19/2015	Weeded National Council for the Social Studies and Great Debates in American History	307 N213y   328.732 M616g	2	156	1179	1023



# BE ORGANIZED

1. Keep track of what is weeded and when
2. Record item specific notes

The screenshot shows a software window titled "Item Record". At the top, there is a text field for "Title" containing "Patents, copyrights & trademarks / Frank H. Foster and Robert L. Shook." Below this is a table with columns: Location, Item Type, Item Status, Enum, Chron, Copy, and Barcode. The first row is highlighted and contains: 1, stacks, Book1, Not Charged, 1, 10000001130028. Below the table are tabs for "Bib Brief", "Holdings", "Item/Holdings", "Item Details", and "Item History". The "Holdings" tab is active, showing fields for "Call No. Type" (Dewey Decimal), "Location" (stacks), and "Call No." (346.048 F812p). At the bottom, there are fields for "Enumeration:", "Chronology:", "Caption:", and "FreeText:". The "FreeText:" field contains the text "Do not weed; per Judson, 7-28-15." A callout box highlights this text.

Location	Item Type	Item Status	Enum	Chron	Copy	Barcode
1	stacks	Book1	Not Charged		1	10000001130028

Call No. Type: Dewey Decimal      Location: stacks

Call No.: 346.048 F812p

Enumeration:

Chronology:

Caption:

FreeText: Do not weed; per Judson, 7-28-15.

FreeText: Do not weed; per Judson, 7-28-15.

## PLAN OVERVIEW

1. Rely on data
2. Don't make enemies
3. Be organized

## WEEDING STEPS

1. Select items to weed
2. Add notes to item records as necessary
3. Place selected books on a cart
4. Scan item barcode for each book into a text file
5. Add “weeding” statistical category to each item record (Voyager Pick and Scan)

## Pick And Scan

### Changes To Make

#### Locations

Permanent:

Temporary:

#### Types

Permanent:

Temporary:

Media:

#### Self Check

Magnetic Media:

Sensitize:

#### Item Free Text

- No Change
- Clear
- Append:
- Replace with:

### Records To Change

#### Copy Number

- No Change
- Reset to 0 (zero)
- Replace with:

#### Pieces

- No Change
- Reset to 1 (one)
- Replace with:

#### Item Price

- No Change
- Reset to 0 (zero)
- Replace with:

#### Item Status

- No Change
- Add selected
- Remove selected
- Delete existing, add selected

At Bindery  
Cataloging Review  
Circulation Review  
Claims Returned  
Damaged  
In Process  
In Transit  
Lost-Library Applied

0 selected

Clear

#### Statistical Categories

- No Change
- Add selected
- Remove selected
- Delete existing, add selected

Better Copy Needed  
Consider Weeding  
Former Reference  
Gift - Dean  
Gift - Foote  
Needs Repair  
Weeding

0 selected

Clear

### Logs

#### Delete

- Item
- Empty holdings
- Empty bibs

#### Suppress from OPAC

Bib:

MFHD:

#### Holding Location

#### 852 subfield k

- No Change
- Delete
- Replace with:

Reset

Close

## WEEDING STEPS

6. Run Microsoft Access queries on “weeding” statistical category
  - Query #1: List of all items with “weeding”—should match cart (Fields: call number, title, accession number, OCLC number)
  - Query #2 and #3: Item Free Text and Item Note
7. Pull books from cart if needed based on queries
8. Export Query #1 to Excel (Mass Weeding List)
9. Check list for “last copy” items and for any government documents

## WEEDING STEPS

10. Copy accession numbers (barcodes) from Excel into a text file
11. Run Voyager Pick and Scan to delete records from catalog
12. Copy OCLC numbers from Excel into a text file
13. Remove OCLC holdings in Connexion

# WEEDING STEPS

OCLC Connexion - [Batch Holdings by OCLC Number Report (I:\Library\Cataloging\Connexion\Retro.bib.db)]

File Cataloging Authorities Edit Action Batch View Tools Window Help

Text Strings User Tools

## Batch Holdings by OCLC Number Report

Session ID	cnxs03.prod.oclc.org-57604-j45rwd8-yp89vm
Report Start Time	2017-06-20T11:13:49-05:00
Session Duration	00:01:11.5229596

Bibliographic exports reported 0  
 Authority exports reported 0

**Successful Actions (135)**

Control #	Title	Record Action
3100638	Approaches to popular culture / edited by C.W.E. Bigsby.	DeleteHoldings
4194267	Modern cultural anthropology : an introduction / Philip K. Bock.	DeleteHoldings
2873563	Culture learning : concepts, applications, and research / edited by Richard W. Brislin.	DeleteHoldings
3119710	Humankind / by Peter Farb.	DeleteHoldings
11229062	The view from afar / Claude Lévi-Strauss ; translated by Joachim Neugroschel and Phoebe Hoss.	DeleteHoldings
10184406	Privacy : studies in social and cultural history / Barrington Moore, Jr.	DeleteHoldings
1759139	The social welfare forum. Official proceedings [of the] annual meeting.	DeleteHoldings
3853053	Theories & methodologies in popular culture / edited by Ray B. Browne, Sam Grogg, Jr., Larry Landrum.	DeleteHoldings
37640628	Individual strategy and social structure : an evolutionary theory of institutions / H. Peyton Young.	DeleteHoldings
14413056	Rationality / edited by Bryan R. Wilson.	DeleteHoldings

## WEEDING STEPS

10. Copy accession numbers (barcodes) from Excel into a text file
11. Run Voyager Pick and Scan to delete records from catalog
12. Copy OCLC numbers from Excel into a text file
13. Remove OCLC holdings in Connexion
14. Process physical books for weeding



## FINISHING THE PROJECT

1. Shifted books on 2<sup>nd</sup> Floor as we weeded
2. Added shelves to 3<sup>rd</sup> Floor

# FINISHING THE PROJECT



## FINISHING THE PROJECT

1. Shifted books on 2<sup>nd</sup> Floor as we weeded
2. Added shelves to 3<sup>rd</sup> Floor
3. Weeded Reference collection
4. Shifted all books on 3<sup>rd</sup> Floor to make room
5. Moved up remaining books from 2<sup>nd</sup> Floor
6. **Update the Weeding Log throughout**

## WHAT ABOUT THE CENTER?

1. Plans kept changing and/or getting delayed
2. Renovations began just three weeks ago
3. Not as many offices/units will be coming over as originally thought
4. The library will still have a presence on the main floor

# CONCLUSION

## 1. Statistics

- Between April 2015 and February 2018 we weeded 31,552 items (26,000+ from Stacks and Reference)
- We relocated 24 shelving units (336 shelves) to 3<sup>rd</sup> Floor
- Our total “unused” percentage dropped from 52% to 38%

## 2. Tips & Encouragement

- Understand your primary goal(s)
- Stay organized or find someone who can
- Understand the tools you have at your disposal and use them to your benefit
- Start somewhere – every little bit helps!

# WEEDING RESOURCES

- Ackerman, E. & DeLuca, L. (2018). Weed 'Em and Reap? Deselection of Political Science Books. *The Journal of Academic Librarianship*, 44(1), 88-95.
- Dilevko, J., & Gottlieb, L. (2003). Weed to achieve: A fundamental part of the public library mission? *Library Collections, Acquisitions, and Technical Services*, 27, 73-96.
- Handis, Michael W. (2007). Practical advice for weeding in small academic libraries. *Collection Building*, 26(3), 84-87.
- Larson, J. (2012). *CREW: a weeding manual for modern libraries*. Austin, TX: Texas State Library and Archives Commission.
- Vnuk, Rebecca. (2015). *The Weeding Handbook: A Shelf-By-Shelf Guide*, American Library Association.
- Wagstaff, K. L. & Liu, G. Z. (2018). Automated Classification to Improve the Efficiency of Weeding Library Collections. *The Journal of Academic Librarianship*, 44(2), 238-247.

# Questions?

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