

MONTEREY PENINSULA COLLEGE
Library & Technology Center

**COLLECTION DEVELOPMENT POLICIES & PROCEDURES FOR
INVENTORY, WEEDING, & COLLECTION MANAGEMENT**

The MPC LIBRARY & TECHNOLOGY CENTER serves as the focal point for the research and information needs of its students, faculty, staff and community members. If students are to become competent and literate in an information rich environment, they must be provided with resources that are relevant, reliable, accurate and up-to-date. It is the responsibility of the college librarians to provide a collection that is as comprehensive as possible while properly maintaining that collection. The quality of any library collection depends on collaborative collection development policies and procedures and well as careful collection management. One important factor involved in collection management includes judicious **weeding** or **de-selection** of materials that no longer support the instructional programs of the college.

Weeding or de-selection is an essential element of collection development that ensures the library's materials are useful and accessible. Every library's print collection is limited by the space available to house it, and collections should change over time to reflect changes in the community and in the library's goals. Weeding is a periodic or continual evaluation of resources intended to remove items that are no longer useful from the collection (From: [Arizona State Library](#)).

INVENTORY

Inventory is the process of checking the library's actual holdings against the online catalog to make sure that the catalog is accurate. It allows the library to eliminate from the catalog items that have been lost, stolen or misplaced.

The MPC librarians and staff have decided to conduct an **Inventory** of the entire collection every summer. Inventory should also prove to be advantageous to the weeding process.

Although there are several methods of inventory, 2 are predominantly used:

- Comparing a list of printed call numbers with the actual items;
- Utilizing an automated system such as a hand held portable scanner.

We will be using the hand held portable scanner because it has the capability to read our barcodes that can be downloaded into our online (Voyager) system that will, in turn, produce an inventory report.

INVENTORY PROCESS

1. All staff members will use the portable scanner for 15-20 minutes/day during the summer.
2. Each staff member will be assigned certain call numbers to scan.
3. After each use, the staff member will have our ITS (Instructional Technology Specialist) download the data into Voyager.
4. At the end of the entire process, the Technical Services Librarian and the Library Technician will review the results and identify items that are not represented in Voyager. Decisions will be made to:
 - Replace lost material;
 - Replace in another format;
 - Delete the record from the database.
5. The data collected will be maintained to accurately reflect the status of missing or lost items and to assist in the weeding process.

WEEDING

This section discusses the criteria for weeding, the stages/steps of weeding, some practical information for use in planning or conducting weeding, and options for the materials you remove. Weeding, the permanent removal of items from the collection, is a vital part of collection management. The **weeding** process will help identify both strengths and weaknesses in the MPC library collection. Recognition of weak areas will subsequently be addressed, and whenever possible, appropriate new titles will be acquired after consultation with faculty and recommended bibliographies. At the end of the process, a portion of the library budget will be allocated to the development of the collection in areas that have most recently been weeded.

Criteria for Weeding

The **weeding** or **de-selection** of materials must be a collaborative effort involving librarians, faculty members, and other parties as appropriate. The decision by the professional staff to weed materials will take into consideration the following criteria:

- obsolescence of the content;
- physical state of the material;
- availability of hardware and software to support the item;
- adequate use for curriculum support.

The 6 conditions listed below should help in weeding library materials.

1. **Condition:** If a book is in poor condition, it may be considered for removal depending on your ability and willingness to mend it. Problems to watch for include:
 - broken spine
 - fragile or brittle paper or bindings
 - bent corners, torn or missing pages
 - defaced pages or covers
 - insect or mildew infestations and books that are just plain worn-out.
2. **Age:** Evaluating an item's usefulness based on its age is a tricky issue especially for books. In truth, most old books hold very little value (monetary or otherwise) in a public library. Public library customers generally prefer new books, regardless of content. However, collection development policies in academic libraries call for the inclusion of older books for retrospective and research purposes. Some questions to ask when considering age as a reason to withdraw an item:
 - Is the book so fragile that it can't withstand normal library use?
 - Does this item have local historical value? If so, perhaps it should be given to the local historical society. (If your library serves as the town's archives, you'll probably consider housing those materials separately from the regular circulating collection anyway.)

3. **Frequency of Use:**

- When was the last time an item circulated?
- How often is it used in the library?
- If you want to keep the item, perhaps it could be moved to a more visible or attractive location.

4. **Multiple Copies:** Sometimes you will discover that you have many more copies of an item than you realized. Perhaps some of them were donated copies, you have several different editions of the same work, or it was a very popular subject or best-seller that has fallen into decline.

- Does your collection contain material that provides better, more current coverage?
- Extra copies are often excellent candidates for book sales, trades or donations.
- The Library should make every effort to ensure that the last copy of a standard work is not inadvertently removed from the collections without purchasing a newer and more relevant edition of the old material.

5. **Currency/Accuracy:**

- When evaluating currency, the key issue is relevance.
- History books may not be especially current, but if they are still relevant they should be kept.
- Materials on computers, law, science, technology, health and travel on the other hand, need to be current to be useful.
- For example, if your health guides don't discuss AIDS and other disease prevention issues, you will need to remove them and update your collection.
- Other items likely to be out of date quickly are travel guides, atlases, subjects that change frequently such as college entrance exams, guides to elected officials and anything related to fashion or fads.
- Fiction can become outdated, too.

6. **Coverage:** Another issue to consider is appropriate coverage. Since society is constantly changing, what was an accepted view of minorities or women years ago might be considered.

There are numerous criteria for weeding discussed in the literature. Two methods are included below that should provide added information for weeding our collection.

Method 1

Items to be weeded or de-selected should fall under one or more of the following:

1. An item is obsolete or out of date and
 - a. The item was published more than 20 years ago
 - b. The item has been updated by a newer edition
 - c. It has no historical value
 - d. It contains inaccurate information
 - e. The item has very little or no apparent relevance to current or anticipated college programs.

2. An item is damaged and
 - a. Irreparable and not rare/valuable
 - b. The cost of repair is more than the value of the item
 - c. We have other copies in our collection
 - d. Replacement is readily available

3. An item has not been used for at least 10 years. However, seldom-used books are not discarded if they:
 - a. Are in BCL
 - b. Have historical or monetary value
 - c. Are part of the "core" materials for a subject area (from recommended bibliographies)
 - d. Contain information that is not readily available elsewhere
 - e. Could potentially serve a special purpose for faculty, students, staff, or the community.

If librarians are undecided as to whether an item should be marked, it will not be marked for withdrawal.

Method 2

Texas State Library uses the CREW (Continuous Review, Evaluation, and Weeding) Method with the following criteria:

- M = Misleading--factually inaccurate
- U = Ugly--worn beyond mending or rebinding
- S = Superseded--by a new edition or by a much better book on the subject
- T = Trivial--of no discernible literary or scientific merit
- I = Irrelevant to the needs and interests of the library's community
- E = Elsewhere--the material is easily obtainable from another library

STAGES/STEPS FOR WEEDING

STEP ONE: Librarians are responsible for Weeding material in assigned Subject Areas according to the Liaison chart prepared by the Technical Services Librarian.

Full-scale weeding will take place when appropriate time and money is available. However, weeding on a smaller scale is an on-going process whereby the librarians identify areas of the collection (according to the librarian's liaison area) that are in need of review.

Librarians will examine each title within a designated area and place a yellow slip in the book be considered for removal.

The criteria above list factors which, when used in combination, will help librarians make informed decisions about materials to be kept and materials which may be removed from the collection. To review, Items that meet any of the following conditions will be kept:

1. The item is current and there is no newer edition? (Always check for newer edition or replacement title).
2. How often has the item been used – has it been checked out within the last 10 years?
3. What is the physical condition of item?
4. If the item is currently in the Reference section of the library should it be transferred to the Circulating Collection (or other appropriate collection) or withdrawn completely from library inventory?
5. What in the curriculum does this item support?

STEP TWO: Librarians Check Standard Bibliographies

During this step, titles in areas identified for the **weeding** process will be compared against the most recent edition of **Books for College Libraries** (BCL). Most of our collection has been checked against BCL, with “bcl” on the title page.

If recommended by an **academic** department or program, the collection will also be compared to available recommended, discipline-specific, professional bibliographies.

STEP THREE: Faculty Review of Marked Items in Context

The faculty will be notified when specific sections of the collection are ready for their review. Faculty will be given a timeline to review only the items with yellow colored slips in their subject areas on the shelves. Faculty has the following options for marking each item, according to how they evaluate that item's future in the collection:

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1. Mark the item with a colored blue slip and leave both (e.g. yellow or blue) slips intact. Two different colored slips indicate the item is to be removed from the MPC Library collection.
 - If faculty choose items to be weeded, the faculty member should:
 - Decide if the item should be set aside for possible inclusion in a departmental reading room.
 - Insert a slip in the book with the name of the department requesting the book. If two or more departments request the item, it will remain in the MPC Library.
2. Leave the item alone, with the yellow strip intact. A single colored strip indicates that the item will be set aside for interdepartmental review and possible de-accessioning.

STEP FOUR: Final Faculty Review of Marked items

The purpose of the final review is to allow faculty from all departments the opportunity to examine materials proposed for withdrawal from the Library collection, either through de-accessioning or moving them to departmental reading rooms. The faculty chairs of all departments will be notified that potentially weeded items have been removed from the stacks and have been placed in a temporary storage area for faculty review. These materials will be those marked with yellow strips or with two different colored (yellow and blue) strips. For ease of reviewing, these items will be separated from the rest of the collection and arranged by call number. They will be available for faculty review for two weeks.

At this stage, which repeats the steps used in Stage Four above, faculty members may mark an item in one of the following ways:

1. Mark the item with a blue strip and leave the original yellow strip intact. Any item with a two strips indicates that the item will be withdrawn from the collection and either sent to a department, set aside for a book sale or discarded.
2. Leave the item alone, with the original yellow strip intact.
3. The faculty member must insert a slip in the item with the name of the department requesting the item. If two or more departments request the item, it will remain in the Library.

STAGE FIVE: Library End Processing

1. After all stages above are completed, the library staff will finish the **weeding** process.
2. Materials will either be retained by the Library, processed out of the library, or sent to departmental **libraries**, as designated.
3. Prior to the next cycle, statistics on the outcome of the **weeding** should be shared with the campus community possibly through the library web page. The library should make available the following information:
 - a. The number of items reviewed in a given LC classification;
 - b. The number of items identified for possible de-accessioning;
 - c. The number of items sent to departmental reading rooms;
 - d. And the number of items ultimately de-accessioned.

Items Needed for Weeding

Using a book truck, gather some weeding supplies, including:

1. Circulation reports.
2. Yellow strips of paper for librarians to be inserted into an item to be considered for withdrawal.
3. Blue strips of paper for faculty to be inserted into an item to be considered for withdrawal.
4. Other slips indicating a weeding decision (retain, mend, discard, etc.).
5. Some sort of place marker - a piece of cardboard or a book wrapped in bright paper
6. A notebook and pen to record your stopping place, ideas for displays and new purchases.
7. Red strips for department and faculty name who may want an item.
8. List of LC call numbers with librarians and faculty associations (below).

LC Classification	Librarian	Faculty		
A - AZ	ALL			
B - BD	BCA JC			
BF	DR BE DY			
BH - BX	BCA JC			
C - CT	DR BE DY			
D - DX	DR BE DY			
E	DR BE DY			
F	DR BE DY			
G - GF	ST			
GN - GR	BCA DR DY			
GT - GV	DR BE JC			
H - HX	DR BE DY			
J - JZ	DR BE DY			
K - KZ	ST DY			
L - LT	DR BE DY			
M	DR			
N	DR			
P - PQ	BCA JC ST			
PR - PS	BCA JC ST			
PT - PZ	BCA JC ST			
Q - QE	ST KP			
QH - QR	ST DR DY			
R - RS	ST DR DY			
RT	BCA JC			
RV - RZ	ST DR DY			
S - SF	ST DY			
SH - SK	ST			
T - TP	DR ST			
TR	DR			
TS - TX	DR			
U	ALL			
V	ALL			
Z	ALL			

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