Weed ‘em and Reap

Presented by: Emily Veenstra-Ott, Amy Shipley, and Karen Neville

Marmot Users Group 2015
The Basics

• What? Personal and professional knowledge of the collection coupled with relevant weeding lists and standards.
• Who? Every library is different but generally collection decisions (acquisitions, maintenance, weeding) are done by subject Selectors
• Why? De-selection is just as important as selection
CREW Checklist of Weeding Factors

- Date
- Author
- Publisher
- Physical condition
- Poor Appearance
- Poor Content
- Additional copies
- Other books on the same subject in the collection
- Expense of replacement
- Shelf-time
- Unused materials
- Relevance of the subject to the community
Weed ‘em and Reap

Weeding at Bud Werner Memorial Library
Presented by: Emily Veenstra-Ott
Marmot Users Group 2015
The Details: How we pull items

- Identify and pull materials
  - Evaluate items
  - Observe other criteria for weeding
  - Pull a cart
- Materials checked out to a Bud Processing Patron - **Bud Delete**.
- Bring to Tech Services
The Details: Physical Processing

• Black out Barcode
• Sort for Colorado Library Consortia’s (CLiC’s) No Store Program
• If the item is in poor condition, recycle or toss
The Details: Removing the items from Sierra

- Step One: Batch check-in the items checked out to Bud Delete
- Step Two: Collect statistics
- Step Three: OCLC holdings removed
- Step Four: Delete the items
Step One: Batch Check in

1. In create lists, run a list of all items checked out to Bud Delete
2. Using Telenet, batch check-in all of the items in this review file
3. Remove item level holds
Step Two: Collect Statistics

1. In Sierra, go to Statistics.
2. Generate a report from the Bud Delete Review File
3. Select the itype report from the left hand frame
4. Export the data into an Excel
5. Save to compile data annually
Step Three: OCLC Holdings

1. Flip item list to a bib list
2. Use this the review file of Bud Delete Bibs to generate a list of OCLC records:
   • Export bib → Marc tag 001
3. After Step Four (batch delete of the items), run a new list of items off of the bib list to discover which bibs still have Bud Werner items attached to them.
4. Use list of items still attached to the Bud Delete Bibs and export the 001.
Step Three: OCLC Holdings (continued)

1. Using excel → conditional formatting → display duplicate values to remove any OCLC numbers that are on both lists, meaning we still have Bud Werner copies on that bib.
Step Three: OCLC Holdings (continued)

1. The remaining OCLC numbers on the excel are records for which we have deleted our final holdings and OCLC holdings need to be deleted.

2. In OCLC Connexion, go to Batch → Holdings by OCLC Number → Delete holdings → copy and paste OCLC numbers into the text field.
OCLC Connexion
Step Four: Delete Items

- In Sierra, on the Function Menu, select ‘Delete Records’
- Identify the review file of Bud Delete ITEMS
- Select ‘Delete the listed item record AND attached bibliographic record (if no other records attached)’
- Start
- Accept the warning, only when 100% certain of the delete.
Helpful Lists in Decision Center

• Low-circulation weeding list
• List of duplicate materials
• Age of collection weeding list
Quick How-to on Create Lists Weeding List

- Bud Werner mostly uses Decision Center.
- Sometime, more granularity is required → Create Lists
- For example: DVD’s all circulate, we need to have multiple search criteria for a useful list.
- DVD Example in Create Lists:
  - Total checkout less than a given number
  - Item created less than a given date
  - Item last check-in less than a given date
  - Item status equals to on-shelf
Bud Werner Recap/Conclusion

• Weeding is necessary for a useful collection

• Weeding decisions made by Librarians/Selectors.
  • Step One: Batch check-in the items checked out to Bud Delete
  • Step Two: Collect statistics
  • Step Three: OCLC holdings removed
  • Step Four: Delete the items
Weed ‘em and Reap

Weeding at Garfield County Library District

Presented by: Amy Shipley

Marmot Users Group 2015
Develop Weeding List Using Create Lists

- Item created date less than 2 years ago
- Item last check-in less than 2 years ago
Pull Items

• Look for books in poor condition as well as items on the weeding list created in the previous step
Mark Item Records for Deletion

- Change the icode1 to 99
- Change the icode2 to n
- Change the status to m
Physically Mark the Book

- Black out barcode
- Stamp with “No Longer Property of…” stamp
Prepare Items for Disposal

- If really gross, throw away
- If nice enough, save for book sale
- If in between, send to Better World Books
Clean Up Sierra

- Once a week, create a list of GCPLD items with icode1 greater than or equal to 99
- Sort list by itype
- List items to email (item itype, bib author, bib title, bib isbn)
Clean Up Sierra, continued

- Run Sierra Statistics on the list of items
Clean Up Sierra, continued

- Export the statistics by itype, and by location
Clean Up Sierra, continued

• Send these statistics to Accounting office along with the list of items
• Delete your report in Sierra Statistics after you’re done.
Clean Up Sierra, continued

• Flip the list of items into a list of bib records
Clean Up Sierra, continued

- In “Delete Records” delete the items, but not the bibs.
- There may be errors such as items with holds, or items that are still checked out. Fix the errors and run the batch delete again.
Clean Up Sierra, continued

- In Global Update, pull up the list of bibs
- Limit to bibs with items with locations between gca and gcz (tools, limit)
- Search again, remove all results
- This leaves a list of bibs with no GCPLD items attached
Delete holdings in OCLC

- From the list of bibs, export the 001 and the 003 to a .csv file
- Open this file in excel and sort to find just the OCLC records
- Copy/paste the OCLC numbers to Microsoft Word
Delete holdings in OCLC, continued

• Use find/replace to put an asterisk at the start of each number (find ^p replace with ^p*)
• Save the file as .txt
• Import this list of OCLC numbers into Connexion Client (Batch, Enter Bibliographic Search Keys, Import)
• Save, Close
Delete holdings in OCLC, continued

- **Batch, process batch**, choose file, check the box next to **Online Searches**, click OK
- Open the local save file in Connexion, mark all held records to delete holdings
- To batch delete holdings: **Batch, process batch**, choose file, check the box next to **Online Record Actions**, click OK
Clean Up Sierra, again

- in Delete Records, open the list of Bibs created earlier.
- Delete just the bib as long as no records are attached
Weed ‘em and Reap

Weeding at Colorado Christian University
Presented by: Karen Neville
Marmot Users Group 2015
So Many Weeds!

- The CCU circulating collection was LONG overdue for weeding
We threw a party!
Then we got serious

- Summer 2015 - first systematic weed of the entire circulating collection

Criteria: added before we joined Marmot (5+ years ago); not circulated in 15 years
Pulling the Books

• From the master list, librarians make decisions on which items to pull

• Items that have a duplicate copy that is remaining in the collection are marked with a Duplicate flag

• Items that need further review receive a Review Condition flag
Scanning to a Create List

• Items are scanned to a create list
Scanning to a Create List

- Check for multiple copies - if a copy will be remaining on the shelf, it gets scanned to a separate list
Exporting the records
Deleting OCLC holdings

• Export OCLC numbers
• Clean up file in Notepad - search for ;
• OCLC Connexion
  • Batch - Holdings by OCLC Number
• Import file
• Delete Holdings
Deleting the Records

Be sure to use a SCOPED login
Getting rid of the books

- Recycling
- Better World Books
- Booksale
Cleanup

• Any items on the master list that were not found will be marked Missing in the catalog

• These will be searched for later and then deleted if necessary
Now what?

- Have a party!
- From project to process
Questions?

Emily Veenstra-Ott
evenstraott@steamboatlibrary.org

Amy Shipley
ashipley@gcpld.org

Karen Neville
kneville@ccu.edu
Weeding Resources


• Better World Books http://www.betterworldbooks.com/go/libraries