

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

Statistics

Millennium Cataloging · Marmot Library Network · Bud Alysa Selby

File Edit View Go Tools Admin Reports Window Help

Statistics

Query Editor

Saved Query Name: Bud Delete June
Results File Name: Bud Delete June

Review Review file: Bud Delete June (62) (Item Records)

Report On: Item Query Type: Field Statistics Periodic Report Cross Tab

Limit the results by a time range Fastest accumulation Do not split multi

Base the orders report on: Paid dates Invoice dates

Time Resolution: Yearly Quarterly Monthly Day Range
Date Range: Last Year vs. the Year Before Select One Year 2005 Select Two Years 2004 2005

Cross Tab Field Selection
Pick Two Fields
Vertical: LOCATION
Horizontal: I TYPE

Year: Use Fiscal Year Use Calendar Year

Save the Query Save as Schedule the Query Run the Query!

Select Report

Marmot Library Network
Report for the BUD Collection 2014
Review File: Bud Items (98064) (ITEM)
98064 records were processed. (0 records had been deleted.)

View Query Budget Planning Collection Development Extract Query

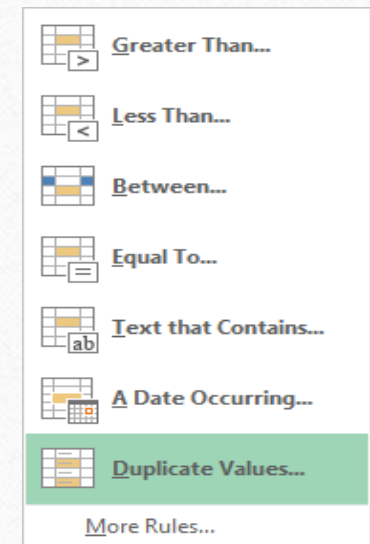
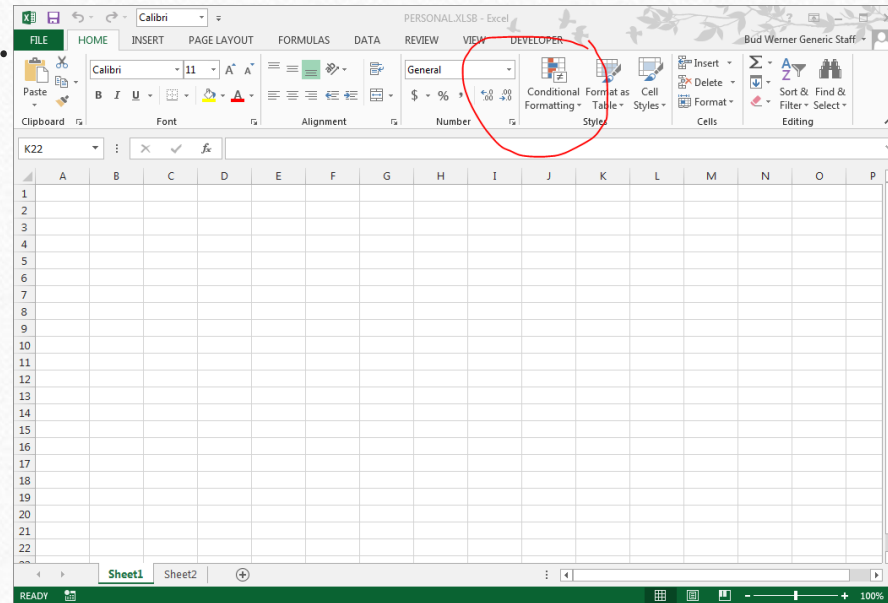
Code	Meanin...	Record C...	PRICE	# RENEW...	# OVERDUE	IUSE3	TOT CHK...	TOT RENE...	YTDCIRC	LYRCIRC
4	Adult fic	11293	\$178,167.18	1364	234	0	219010	106791	34131	31856
7	Adult nc	37195	\$865,747.63	9992	552	0	418711	365089	45903	43434
17	Big boo	39	\$846.11	0	0	0	204	95	33	70
20	Book or	3526	\$194,130.01	985	62	0	73461	50273	15083	12480
21	Book or	126	\$7,606.38	9	0	0	3739	2709	265	180
24	CD ROM	5	\$134.10	0	0	0	22	14	1	2
32	Easy bo	1380	\$17,175.42	500	41	0	61739	38000	9061	9350
36	Bluray T	22	\$1,209.55	8	1	0	978	474	214	181
37	Equipm	4	\$200.00	0	0	0	89	4	0	1
43	Foreign	310	\$14,389.19	195	14	0	4990	5879	577	599
48	Interlibr	6	\$150.00	1	0	0	3	2	3	0
54	Juvenil	568	\$18,014.04	367	6	0	14681	14376	1897	1925
56	Juvenil	3672	\$43,270.85	973	128	0	75718	57632	10198	9758
57	Juvenil	7064	\$119,503.60	1219	73	0	119403	92264	10276	11041
61	Kit	203	\$3,066.75	31	2	0	6718	4848	825	795
62	Large p	642	\$15,198.80	18	6	0	4815	2142	953	815
65	Map	70	\$1,090.31	2	2	0	124	37	13	16
67	Microfo	318	\$2,470.00	0	0	0	9	3	0	0
69	Music	2333	\$36,992.32	384	89	0	83899	27275	12962	13083
73	Periodic	2876	\$16,535.00	288	10	0	4164	3737	3413	553
74	Profess	65	\$2,546.14	0	2	0	113	26	11	6
78	Referen	3103	\$345,345.25	0	0	0	2397	396	49	118
107	Limited	11	\$154.35	5	1	0	28	8	28	0

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)

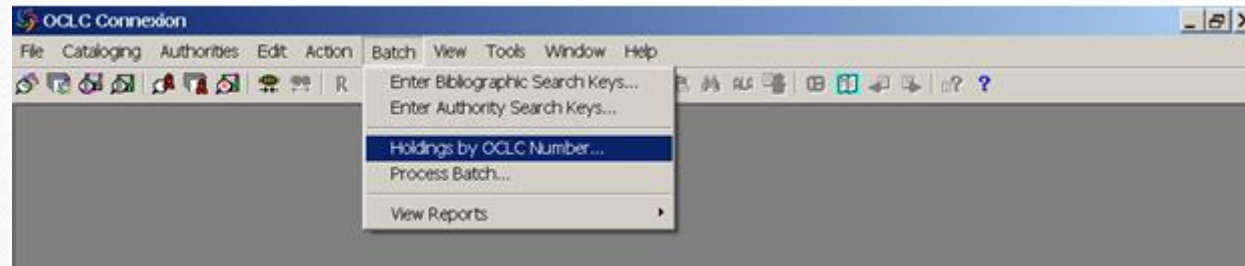
1. Using excel → conditional formatting → display duplicate values to remove any OCLC numbers that are on both lists, meaning we still have Bud Werner copies on that bib.



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 attached0'
- 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

Boolean Search

Review File Name: GARCO weeding

Store Record Type: ITEM i

Range Start i10000008 Stop i98607297

Term	Operator	Type	Field	Condition	Value A	Value B
1		ITEM	CREATED	less than	08-20-2013	- -
2	AND	ITEM	LCHKIN	less than	08-20-2013	- -

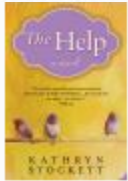
Pull Items

- 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

AUTHOR	Stockett, Kathryn.				
TITLE	The help / Kathryn Stockett.				
ISBN/ISSN	9780425232200 (trade pbk.)				
ISBN/ISSN	0425232204 (trade pbk.)				



Summary		Record			
Record	i71207296				
Item-Level Holds	0				
Bib-Level Holds	0				

Not checked out
i71207296 Last Updated: 04-18-2015 Created: 04-13-2012 Revisions: 49

COPY #	1	INVDA	- -	LOCATION	gcpfi GCP Parachu
ICODE1	99	IN LOC	210	LOANRULE	0
ICODE2	n SUPPRESSION	# RENEWALS	0	STATUS	m MISSING
I TYPE	38 Fiction	# OVERDUE	0	INTL USE	0
PRICE	\$16.00	ODUE DATE	- -	COPY USE	0

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)

List ITEM Information

Fields to be listed

Line	Type	Field
1	i	I TYPE
2	BIBLIOGRAPHIC	AUTHOR
3	BIBLIOGRAPHIC	TITLE
4	BIBLIOGRAPHIC	ISBN/ISSN

Append

Insert

Delete

Clean Up Sierra, continued

- Run Sierra Statistics on the list of items

FUNCTION

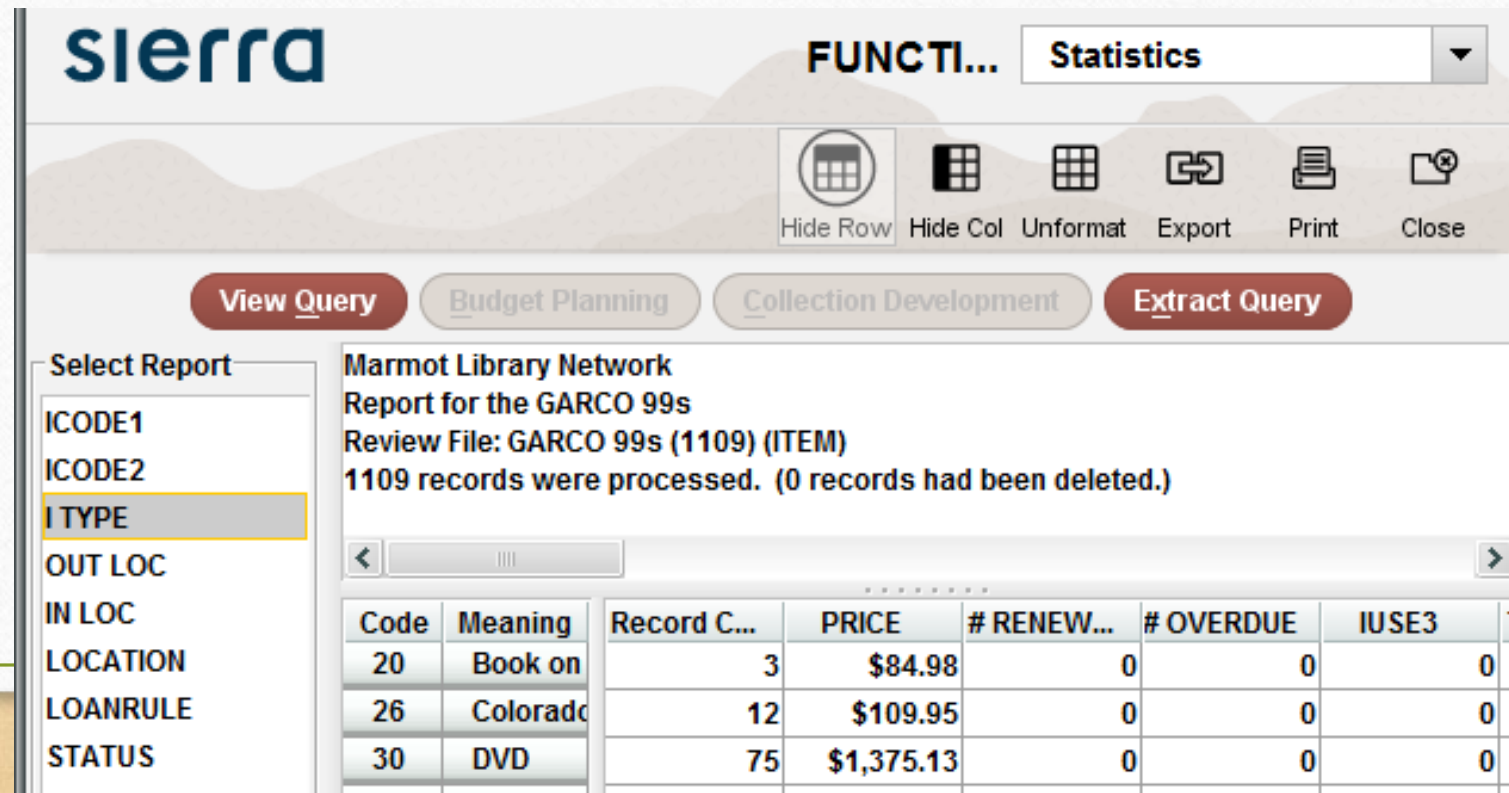
Rename Copy St... Delete Export Print Close

[Edit Query](#) [New Query](#) [Run Saved Query](#) [Schedule Saved Query](#)

Login	Created	Last Run	ID
cmlcirc	02-21-2011 9:56AM	06-27-2013 2:39PM	6675
	10-01-2007 11:50AM	01-08-2011 7:10PM	6107

Clean Up Sierra, continued

- Export the statistics by itype, and by location



sierra FUNCTI... Statistics

Hide Row Hide Col Unformat Export Print Close

View Query Budget Planning Collection Development Extract Query

Select Report

- ICODE1
- ICODE2
- I TYPE**
- OUT LOC
- IN LOC
- LOCATION
- LOANRULE
- STATUS

Marmot Library Network
Report for the GARCO 99s
Review File: GARCO 99s (1109) (ITEM)
1109 records were processed. (0 records had been deleted.)

Code	Meaning	Record C...	PRICE	# RENEW...	# OVERDUE	IUSE3
20	Book on	3	\$84.98	0	0	0
26	Colorad	12	\$109.95	0	0	0
30	DVD	75	\$1,375.13	0	0	0

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

Boolean Search ✕

Review File Name:

Store Record Type: ▼

Review ▼ Review file: ▼

Term	Operator	Type	Field	Condition	Value A	Value B	
1							▲

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.

sierra FUNCTION **Delete Records**

Scan/De.. View Close

b10172312

AUTHOR Seton, Ernest Thompson, 1860-1946.
TITLE Animal tracks and hunter signs.
PUBLISHER Garden City, N.Y., Doubleday, 1958.
LOCATIONS

Review Review file: GARCO 99s (1180) (ITEM) Start

Delete the listed ITEM record ONLY
 Delete the listed ITEM record AND attached BIBLIOGRAPHIC record (if no other records attached)

Delete Records

	Record	Description
1	i16324882	Animal tracks and hunter signs.
2	i16371963	A god against the gods / Allen Drury.
3	i1658241x	Take the Aspen train / written by Edward Larsh and Robert Nichols ; color photo...

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

GARCO 99s bibs

Export BIBLIOGRAPHIC Information

Fields to be exported

Line	Type	Field
1	BIBLIOGRAPHIC	MARC Tag 001
2	BIBLIOGRAPHIC	MARC Tag 003

Append

Insert

Delete

Field delimiter: ,

Text qualifier: "

Repeated field delimiter: ;

Maximum field length (0-1000): <none>

File: S:\Technical Services Manager\OCLC deleted holdings\oclc.csv

OK Apply Saved Export Save This Export Close

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

sierra FUNCTION **Delete Records**

Scan/De.. View Close

b10027105

AUTHOR Hinton, S. E.
TITLE That was then, this is now [by] S. E. Hinton.
PUBLISHER New York, Viking Press [1971]
ISBN 0670607000

Review Review file: GARCO 99s bibs (279) (BIBLIOGRAPHIC) Start

Delete the listed BIBLIOGRAPHIC record ONLY (if no other records attached)
 Delete the listed BIBLIOGRAPHIC record AND all attached records

Delete Records

	Record	Description
1	b10027105	That was then, this is now [by] S. E. Hinton.
2	b10172312	Animal tracks and hunter signs.
3	b10208240	Smithsonian.

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



Photo Credit:
[Akuppa John Wigham](https://flic.kr/p/f6qvo)
<https://flic.kr/p/f6qvo>

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

Boolean Search

Review File Name:

Store Record Type:

Range Start Stop

Term	Operator	Type	Field	Condition	Value A	Value B
1		ITEM	LOCATION	equal to	ccbkc	
2	AND	ITEM	CREATED	less than	12-01-2010	- -
3	AND	ITEM	TOT CHKOUT	equal to	0	
4	AND	ITEM	LOCAL NOTE	has	horizon_ckos_0	

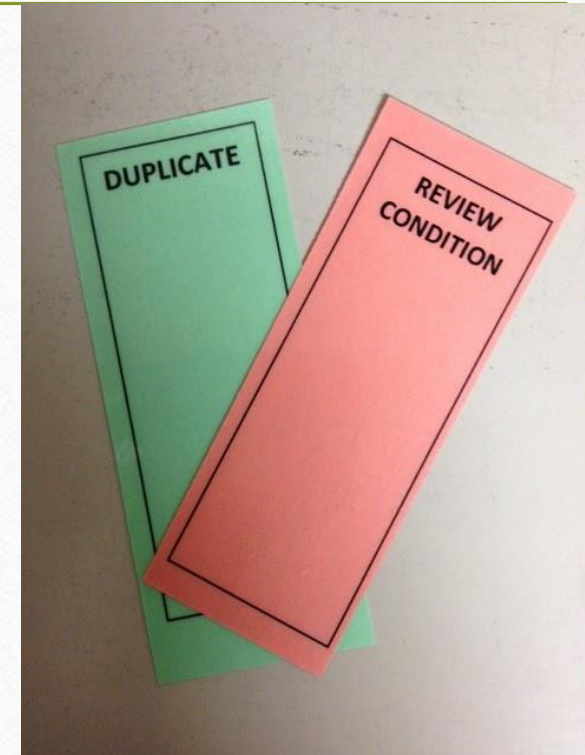
ITEM LOCATION equal to "ccbkc" AND ITEM CREATED less than "12-01-2010" AND ITEM TOT CHKOUT equal to "0" AND ITEM LOCAL NOTE has "horizon_ckos_0"

Group
Ungroup
Insert Line
Append Line
Delete
Clear All

Search Use Existing Search Retrieve Saved Query Save Save As Close

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

The screenshot displays a software window titled "Boolean Review File:ccu weeding 20150811". The window contains a table with columns "Record" and "Description". The "Record" column lists numbers from 208 to 221, and the "Description" column lists corresponding alphanumeric codes (e.g., i5975, i5943, i5942, i5890, i5893, i5897, i5941, i5976, i5903, i5945, i5934, i5973, i5948, i5948). A red arrow points to the "Add" button in the top right corner of the window, which is highlighted with a red box. Below the table, a dialog box titled "Add A Record to File" is open. The dialog box has a menu bar with "File", "Edit", "View", "Go", "Tools", "Window", and "Help". It features a search bar with a dropdown menu set to "b BARCODE", a "Search" button, and a "+" button. The dialog box also has a toolbar with icons for "New", "View", "Edit", "Summar.", "Print", and "Close".

Record	Description
208	i5975
209	i5943
210	i5942
211	i5890
212	i5893
213	i5897
214	i5941
215	i5976
216	i5903
217	i5945
218	i5934
219	i5973
220	i5948
221	i5948

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

Add A Record to File · b3541165x

File Edit View Go Tools Window Help

b BARCODE 34213000229921 Search +

Save All View Edit Summar. Export Print Close

b3541165x

AUTHOR Morrison, Terri.
TITLE Kiss, bow, or shake hands, sales and marketing : the essential cultural guide--from presentations and promotions to communicating and closing / by Terri Morrison, Wayne A. Conaway.
ISBN/ISSN 9780071714044 (alk. paper)
ISBN/ISSN 0071714049 (alk. paper)
ISBN/ISSN 9780071718417 (e-ISBN)
ISBN/ISSN 0071718419 (e-ISBN)
LOCATIONS cm , cmg , cc

Summary

Record 180074431

Item-Level Holds 0

Bib-Level Holds 0

View a All

Change to Holds/Bookings to see location code

Add Selected Item(s) Select

#	Record Number	DESCRIPTION
✓ 1	180074431	DUE DATE: - - BARCODE:34213000229921 VOLUME:
2	182269221	DUE DATE: - - BARCODE:34213000674134 VOLUME:
3	171439353	DUE DATE: - - BARCODE:1030003118005 VOLUME:

Exporting the records

ccu weeding 20150811

Export ITEM Information

Fields to be exported

Line	Type	Field
1	i	CALL #
2	ITEM	VOLUME
3	BIBLIOGRAPHIC	TITLE
4	ITEM	BARCODE
5	ITEM	STATUS
6	BIBLIOGRAPHIC	Date One
7	ITEM	INT. NOTE
8	ITEM	TOT CHKOUT
9	BIBLIOGRAPHIC	ISBN/ISSN
10	BIBLIOGRAPHIC	SUBJECT

Append

Insert

Delete

OK Apply Saved Export Save This Export Close

Deleting OCLC holdings

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

ccu weeding 20150811

Export ITEM Information

Line	Type	Field
1	BIBLIOGRAPHIC	MARC Tag 001

Append
Insert
Delete

Field delimiter ,
Text qualifier <none>
Repeated field delimiter ;
Maximum field length (0-1000) <none>

File: Browse

OK Apply Saved Export Save This Export Close

Deleting the Records

Be sure to use a **SCOPED** login

Sierra · Marmot Library Network · Karen Neville CCU · b3082672x

File Edit View Go Tools Admin Reports Window Help

sierra FUNCTION Delete Records

Scan/Del View Close

b3082672x

TITLE International directory of company histories / editor, Thomas Derdak ; writers and researchers, Gretchen Antelman ... [et al].

PUBLISHER Chicago : St. James Press, c1988-

ISBN/ISSN 0912289104 (v. 1)

LOCATIONS cc , ep

Review Review file: ccu weeding 20150811 (258) (ITEM) Start

Delete the listed ITEM record ONLY

Delete the listed ITEM record AND attached BIBLIOGRAPHIC record (if no other records attached)

Delete Records

	Record	Description
1	i59261109	International directory of company histories / editor, Thomas Derdak ; writers and researchers, Gretchen Antelman ... [et al.].
2	i59261110	International directory of company histories / editor, Thomas Derdak ; writers and researchers, Gretchen Antelman ... [et al.].
3	i59261122	International directory of company histories / editor, Thomas Derdak ; writers and researchers, Gretchen Antelman ... [et al.].

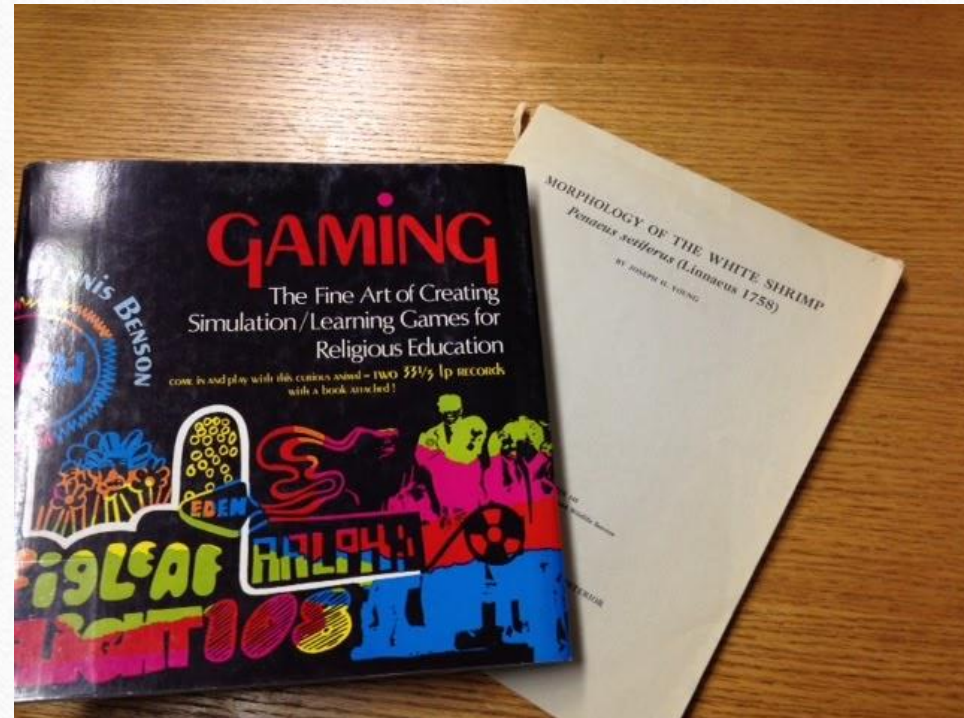
Getting rid of the books

- Recycling
- Better World Books
- Booksale



Now what?

- ~~Have a party!~~
- From project to process



Questions?



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Weeding Resources

- CLiC Resource Sharing: No Stop Service. (n.d.). Retrieved August 5, 2015, from <http://clicweb.org/no-stop-service>
- Larson, J. (2012). *CREW: A Weeding Manual for Modern Libraries*. Austin, Texas: Texas State Library and Archives Commission. Retrieved August 5, 2015.
- Painter, C. (2004). *Bud Werner Memorial Library Collection Development Policy*. Steamboat Springs, Colorado: Bud Werner Memorial Library.
- Veenstra-Ott, E. (2015). *Weeding/Discards Procedures*. Steamboat Springs, Colorado: Bud Werner Memorial Library.
- Veenstra-Ott, E. (2015). *Decision Center: Tips and Tricks*. Steamboat Springs, Colorado: Bud Werner Memorial Library.
- Better World Books <http://www.betterworldbooks.com/go/libraries>