# 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

# 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.
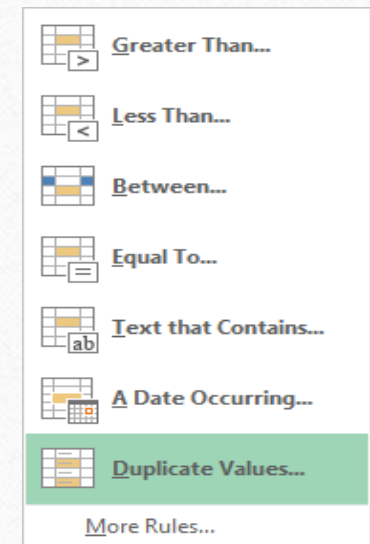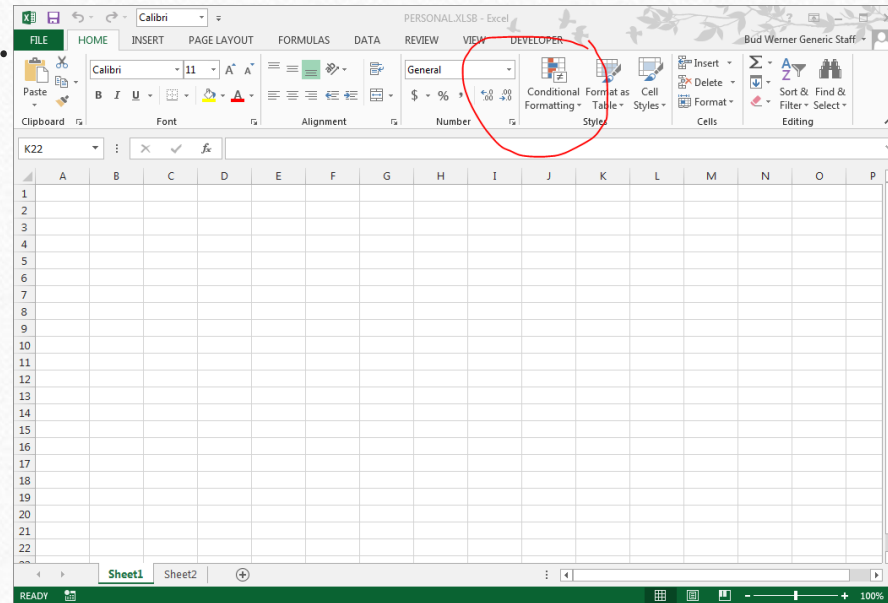
# Step Three: OCLC Holdings (continued)

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
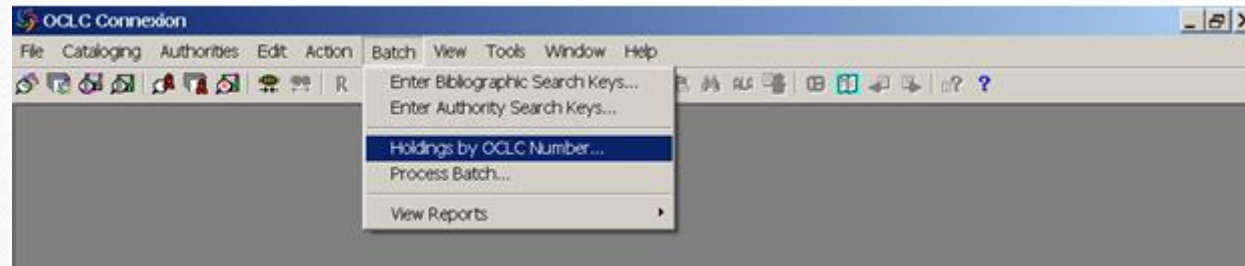
# Step Four: Delete Items

- 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
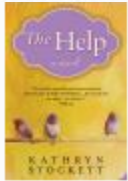- Item last check-in less than 2 years ago

# 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 | i71207296 |
| Item-Level Holds | 0 |
| Bib-Level Holds | 0 |

**Record**

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
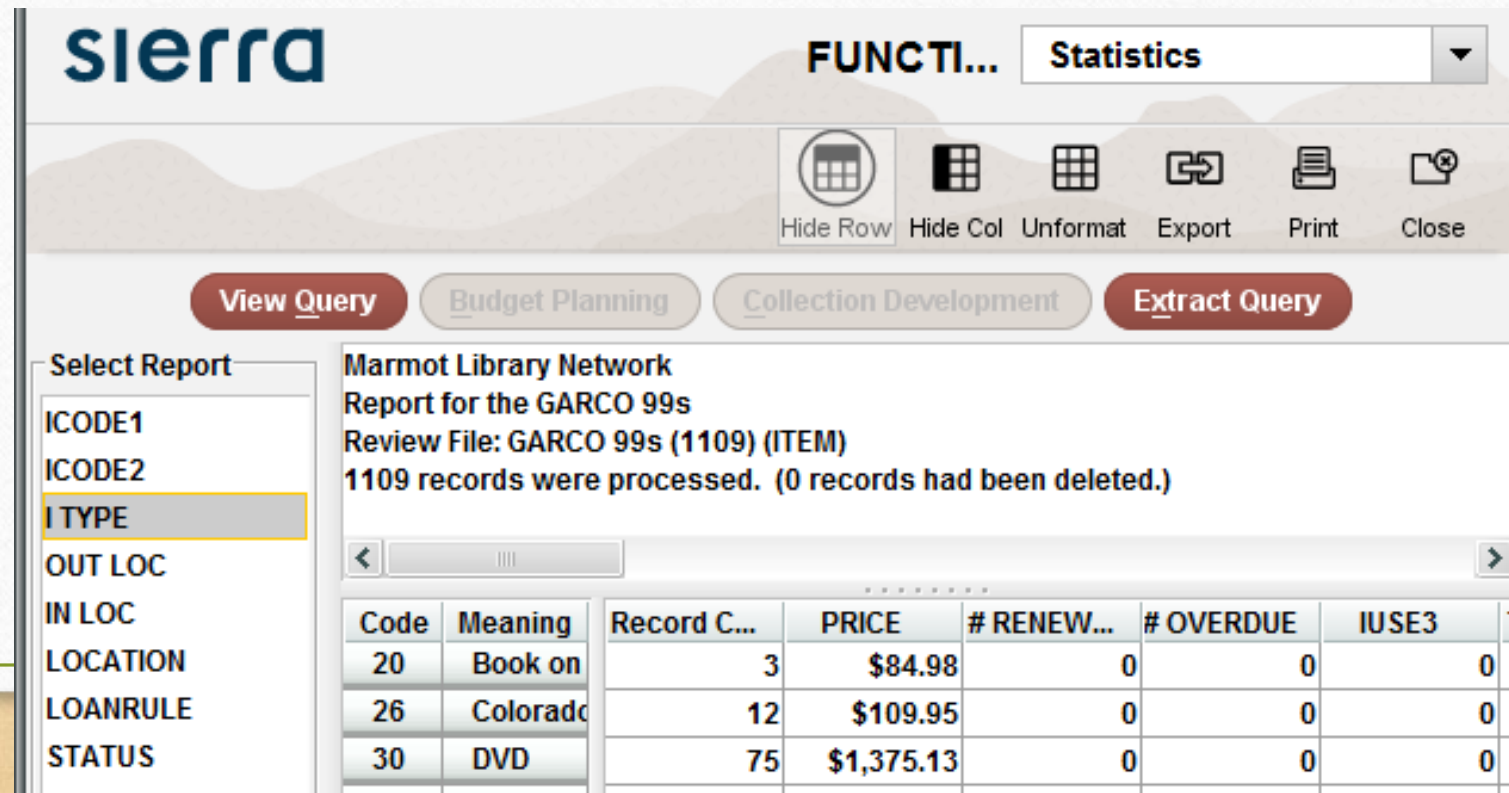
# Clean Up Sierra, continued

- 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

**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    Browse

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

# 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
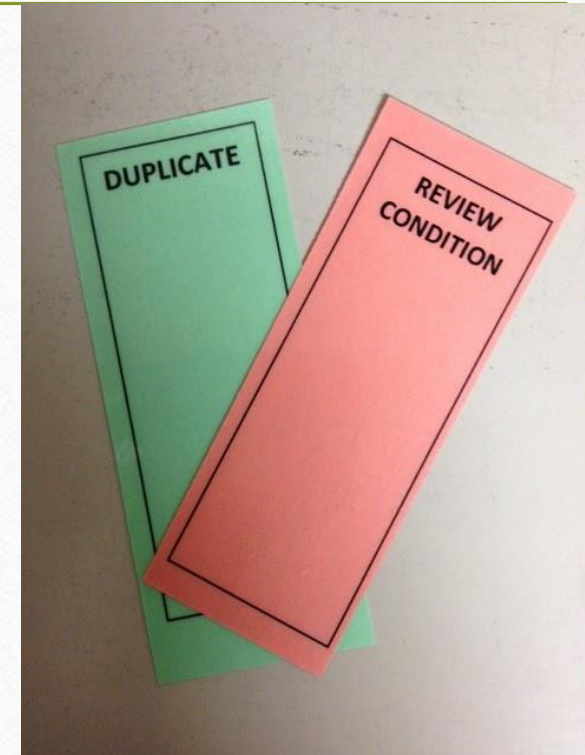
# Scanning to a Create List

•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
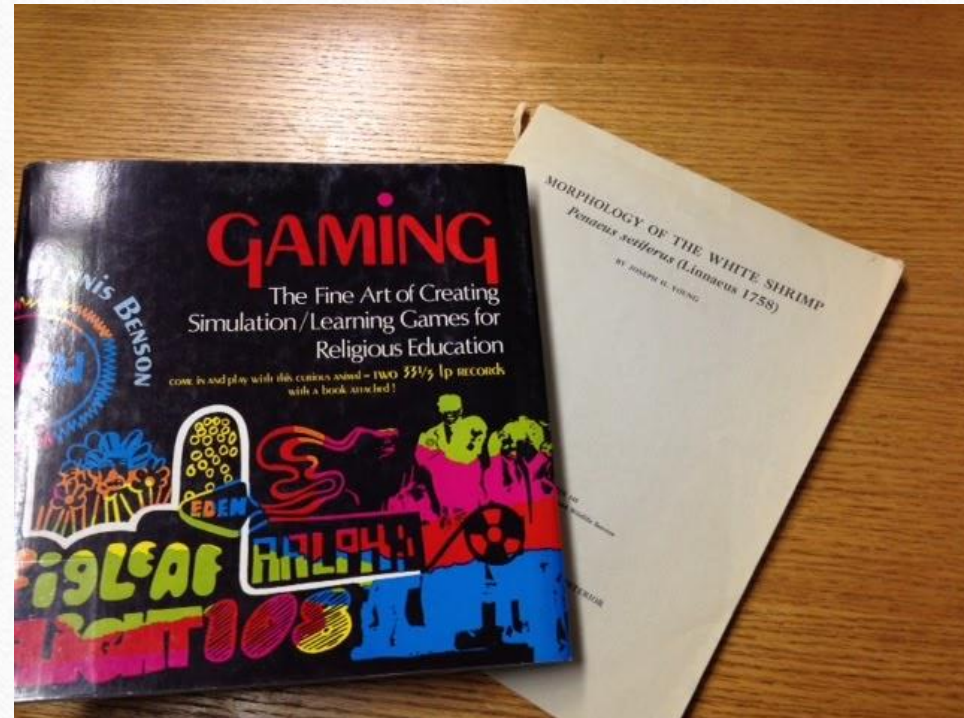
# Questions?

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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