



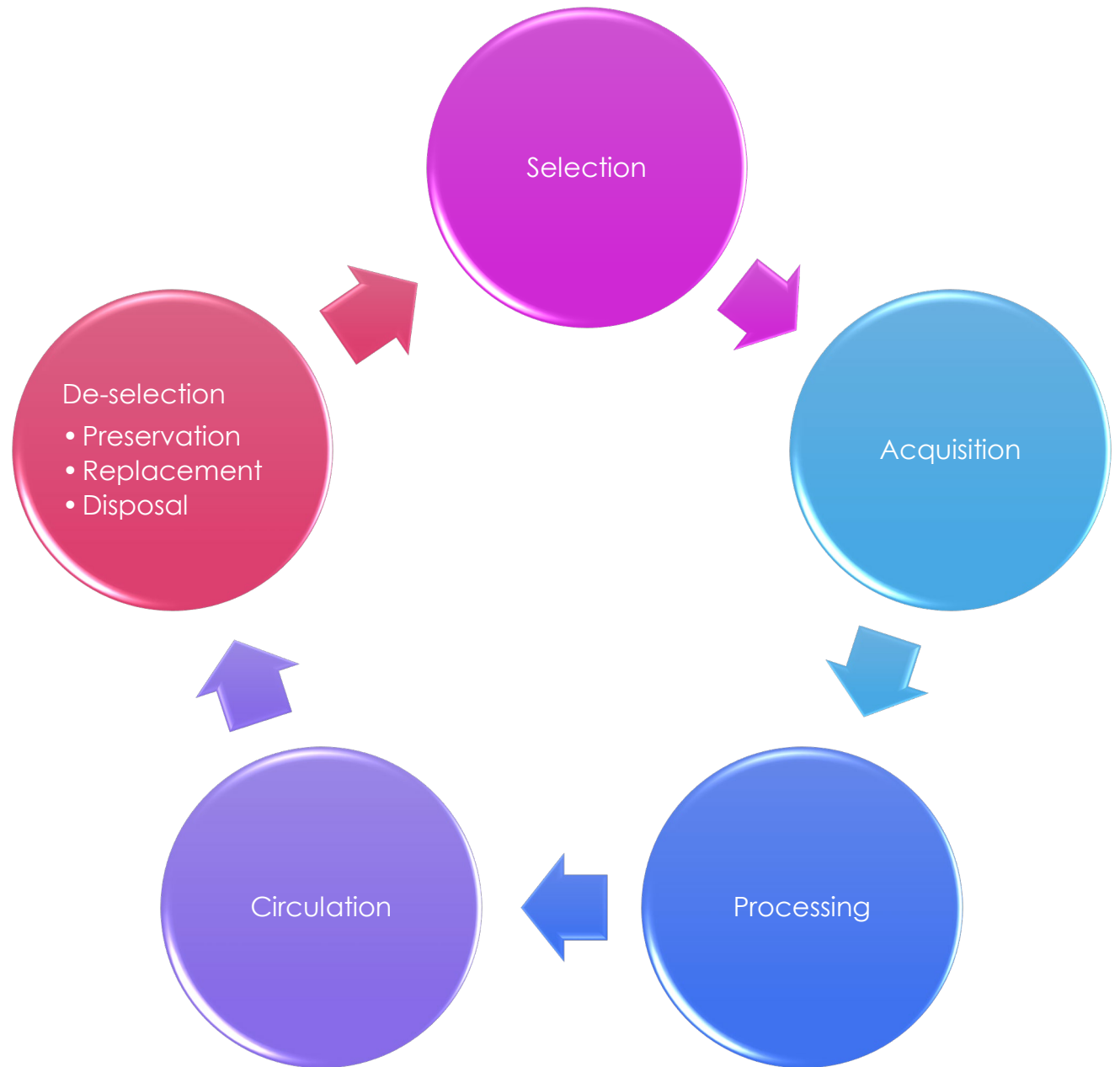
LibraryWorks

WEEDING FUNDAMENTALS FOR PUBLIC LIBRARIES

Presented by:

Jill Burket Ragase

COLLECTION MANAGEMENT: A BOOK'S CIRCLE OF LIFE





"Next to emptying the outdoor bookdrop on cold and snowy days, weeding is the most undesirable job in the library. It is also one of the most important. Collections that go unweeded tend to be cluttered, unattractive, and unreliable informational resources."

- Will Manley, "The Manley Arts," *Booklist*, March 1, 1996

DO I HAVE TO?

- Shelf Space
- Time
- Increased Appeal
- Accuracy
- Feedback on Collection Strengths and Weaknesses



DECIDING WHAT TO KEEP
AND WHAT TO TOSS

MUSTY + DATA = WEEDING



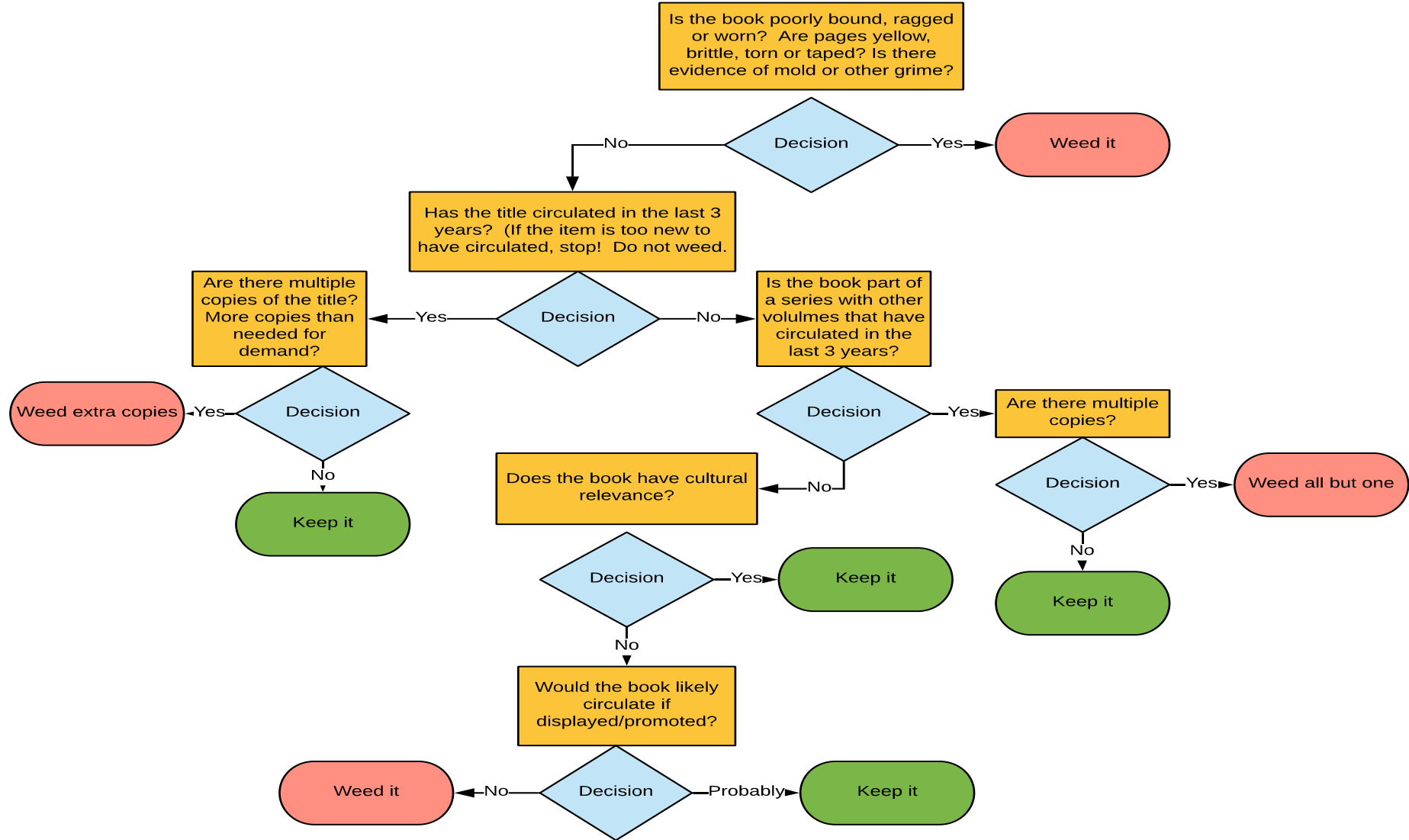
M-U-S-T-Y

- Misleading Information
- Ugly
- Superseded by better works
- Trivial
- Your Collection Has No Use For



**KEEP
CALM
AND
LOVE
MUSTY**

Considerations for Fiction Titles

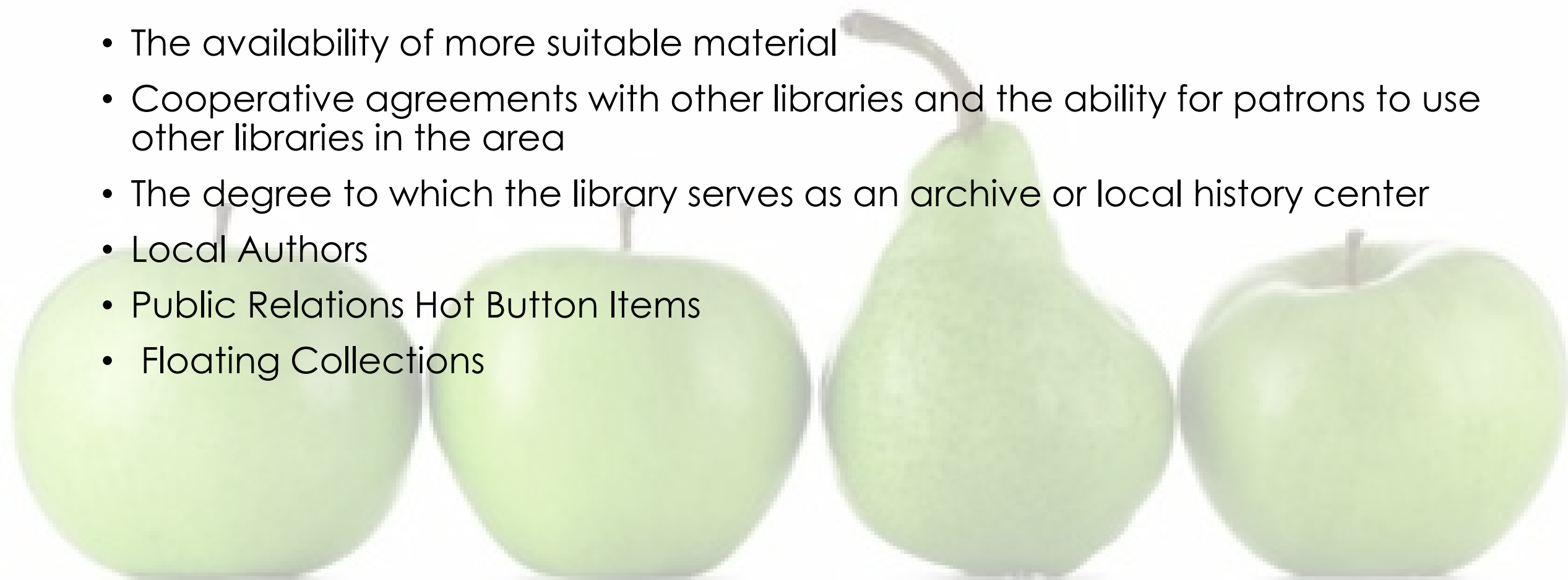


BUT IT'S AN AWARD WINNER...



ADDITIONAL CONSIDERATIONS:

- The availability of more suitable material
- Cooperative agreements with other libraries and the ability for patrons to use other libraries in the area
- The degree to which the library serves as an archive or local history center
- Local Authors
- Public Relations Hot Button Items
- Floating Collections





ONTO THE DATA!

It's time to develop a relationship with your OPAC's Reporting Functions...

USING DATA TO GET TO KNOW THE COLLECTION

- Average Age of your collection
 - Entire Collection AND individual segments
- Median Age
- Age of items with highest and lowest circulation in each segment
- Number of items in each area of the collection

Record Set 125824 - Polaris

Name: LUD ABC Owner: Lower Merion Library System (lb) Record type: Item

Note: Number of records: 156

Title	Assn...	Col...	Ma...	Sh...	Cal...	V...	St...	Barco	R.	Con...
1-D ABC : a scul...	LMLS ...	STO...	Book	Pla...	JP R...		In	30043	F...	3419...
The A to Z beast...	LMLS ...	STO...	Book	Pla...	JP 4...		In	30721	F...	3070...
ABC : a child's fi...	LMLS ...	STO...	Book	Pla...	JP JAY		In	30043	F...	3294...
ABC : a child's fi...	LMLS ...	STO...	Book	Pla...	JP JAY		In	30043	F...	3304...
ABC doctor	LMLS ...	STO...	Book	Pla...	JP M...		In	30043	F...	3467...
ABC, I like me!	LMLS ...	STO...	Book	Pla...	JP 1...		In	30741	F...	3088...
ABC, I like me!	LMLS ...	STO...	Book	Pla...	JP 1...		In	30043	F...	3240...
ABC kids	LMLS ...	STO...	Book	Pla...	JP W...		In	30043	F...	3229...
The ABC mystery	LMLS ...	STO...	Book	Pla...	JP C...		In	30570445	8/3/2009	F... 3170...
ABC pop!	LMLS ...	STO...	Book	Pla...	JP IS...		In	3004300043...	9/8/2009	F... 3127...
The ABCs of art	LMLS ...	STO...	Book	Pla...	JP 7...		In	30043004017...	12/23/2011	F... 3311...
The absolutely a...	LMLS ...	STO...	Book	Pla...	JP G...		In	30043000704...	3/1/2008	F... 3125...
Alexander's mid...	LMLS ...	STO...	Book	Pla...	JP STO		In	30322727	6/10/2009	F... 3167...
Alfie's ABC	LMLS ...	STO...	Book	Pla...	JP H...		In	30043000500...	3/1/2008	F... 3141...
Alice and Aldo	LMLS ...	STO...	Book	Pla...	JP LE...		In	30043000400...	9/5/2006	F... 3118...
Alligator alphab...	LMLS ...	STO...	Book	Pla...	JP B...		In	30043004009...	2/1/2010	F... 3304...
Alligators all ar...	LMLS ...	STO...	Book	Pla...	JP S...		In	30440120	10/25/2009	F... 3174...
Alpha, Bravo, C...	LMLS ...	STO...	Book	Pla...	JP 3...		In	30043004406...	10/13/2009	F... 3363...
Alphabatics	LMLS ...	Pict...	Book	ABC	JP M...		In	30043007405...	2/9/2010	F... 3010...

For Help, press F1 156 of 156 record(s) retrieved

REPORTS TO RUN REGULARLY

- No Circulation in x years
- Publication Dates older than x years
- Items with more than x circulations
- Top X number of popular items in each category

Title	Author	Call #	Date Pub	Bar code	Date added	Date Last checked out	Status
AROUND THE WORLD IN EIGH	Abbott, Tony	JFIC ABBOTT	2002	39082088880557	9/4/2002	6/3/2010	on shelf
	Abbott, Tony	JFIC ABBOTT	2005	39082097334661	11/8/2005	7/21/2009	on shelf
APPED IN TRANSYLVANIA	Abbott, Tony	JFIC ABBOTT	2002	39082088851368	6/12/2002	9/10/2010	on shelf
IVER BLUES THE ADVENTURES	Abbott, Tony	JFIC ABBOTT	2002	39082086641969	6/12/2002	8/9/2010	on shelf
ND THE ONLY CHILDREN	Adair, Gilbert	JFIC ADAIR	1987	39082029829523	9/12/1995	6/1/2006	on shelf
AND THE SUMMER CAMP MY	ADLER, DAVID A.	JFIC ADLER	2007	39082114588547	3/8/2010	8/30/2010	on shelf
AND THE MYSTERY OF FLIGHT	Adler, David A.	JFIC ADLER	1989	39082090552707	12/3/2002	8/4/2010	missing
AND THE MYSTERY AT THE M	Adler, David A.	JFIC ADLER	1985	39082051725102	9/12/1995	11/1/2010	#N/A
AND THE SCHOOL PLAY MYST	Adler, David A.	JFIC ADLER	2001	39082084980567	10/16/2001	11/1/2010	#N/A
AND THE MYSTERY OF THE ST	Adler, David A.	JFIC ADLER #11	1986	39082100772444	2/21/2006	7/10/2008	assumed l
AND THE MYSTERY AT THE HA	Adler, David A.	JFIC ADLER #13	1992	39082104472611	6/28/2007	8/30/2010	on shelf
AND THE MYSTERY OF THE U	Adler, David A.	JFIC ADLER #2	1980	39082104473296	6/28/2007	10/21/2010	on shelf
BOY	Aiken, Joan	JFIC AIKEN	1994	39082056205324	9/12/1995	8/27/2008	on shelf
VILLOUGHBY CHASE	Aiken, Joan	JFIC AIKEN	1963	39082029850792	9/12/1995	7/31/2010	on shelf
E THREE FIRE-SIDE STORIES TC	Alcott, Louisa May	JFIC ALCOTT	2001	39082097319936	4/25/2005	6/28/2010	on shelf
R GIRLS	Alcott, Louisa May	JFIC ALCOTT	1971	39082040263777	9/12/1995	8/19/2008	on shelf
LACS	Alcott, Louisa May	JFIC ALCOTT	1955	39082040263462	9/12/1995	9/9/2008	on shelf
. A VILLAGE STORY	Alcott, Louisa May	JFIC ALCOTT	1928	39082026637572	9/12/1995	9/9/2008	on shelf
NS OR THE AUNT-HILL	Alcott, Louisa May	JFIC ALCOTT	1948	39082026641657	9/12/1995	9/9/2008	on shelf

SPEAKING OF SHELF SHELVING...

How full is too full?

- Good
 - Shelves are 85% full
- Better
 - Shelves are 80% full
- Best
 - Shelves are 75% full



CALCULATING SHELF SPACE

Help with the math...

Step 1

- Determine collection segment

Step 2

- Measure Shelves

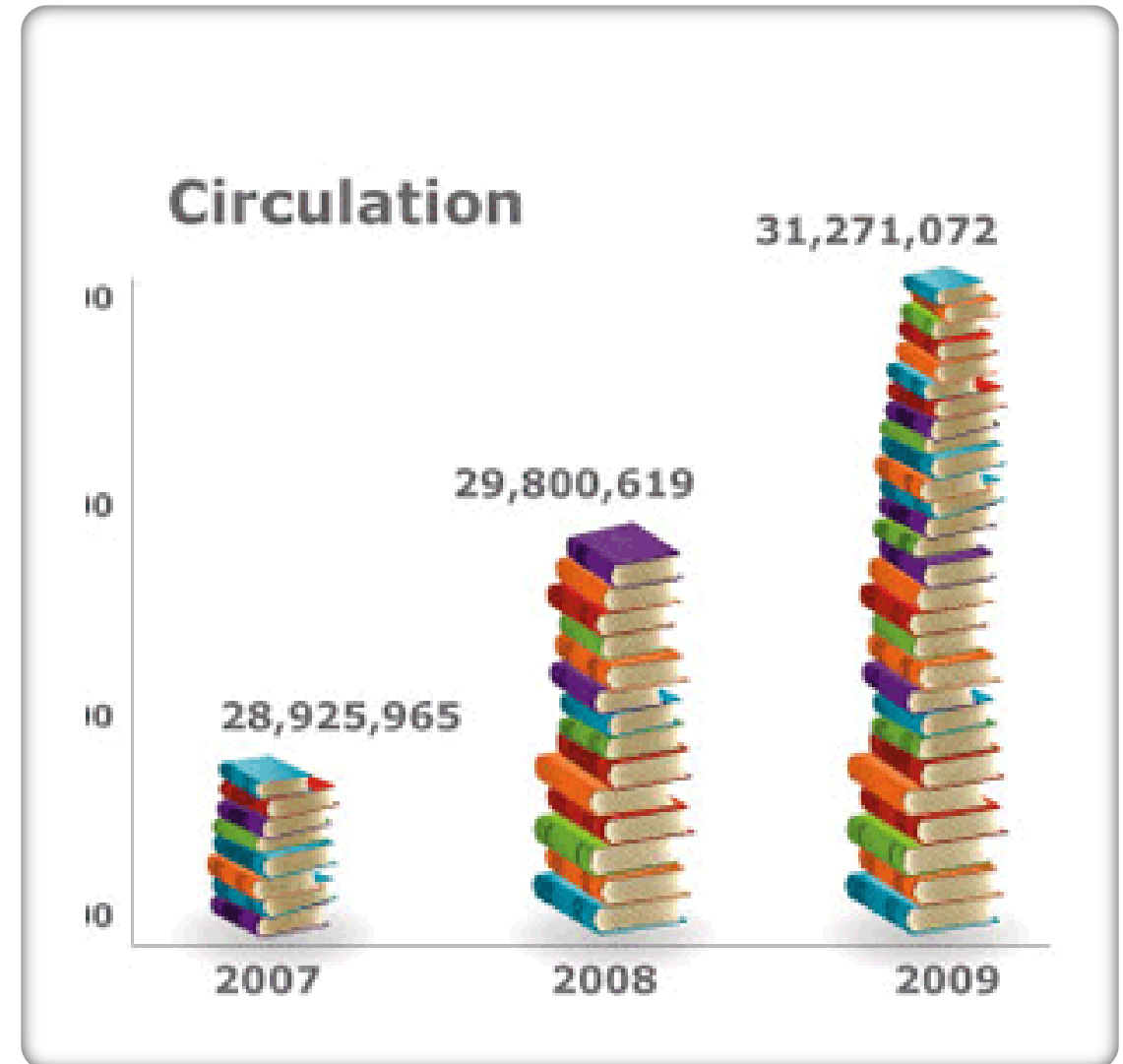
Step 3

- Multiply measurement by:
 - .85 for Good, .80 for Better, or .75 for Best

	Shelving Capacity Calculations					
Shelf Length inches	No. of Board Books Shelves	No. of Picture Book Shelves	No. Of Concept Book Shelves	No. of Beginning Reader Shelves	No. of Jfiction Shelves	No. of Jnonfiction Shelves
24	10					
32			8	2	24	
36		40	2	6		45
Total Shelving in inches	240	1440	328	280	768	1620
Average Book Thickness inches	1/2	1/4	1/4	1/8	5/8	1/4
Max Capacity (in No. of items)	Number of Books that Can be Shelved					
Good 85% Full	408	4896	1115	1904	1044	5508
Better 80% Full	384	4608	1049	1792	983	5184
Best 75% Full	360	4320	984	1680	921	4860

SET YOURSELF UP FOR SUCCESS

- Start Small
- Work your plan
- Remember that data is meant to flag items that need attention, not make the decisions for you.
- Use data to break weeding down into smaller projects



I NEED A SCHEDULE!

(me too!)



STAFF RELUCTANCE

- Transparency
- Education
- Communication
- Flexibility

**I'VE GONE FROM
RELUCTANCE TO
ACCEPTANCE TO
GUNG HO.**

QUESTIONS

- Jill Burket Ragase
 - email: jill@jumbleofjill.com
 - Twitter: @jumbleofjill
 - Website: jumbleofjill.com

