

GUIDELINES
FOR
WEEDING FICTION BOOKS

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WEEDING FICTION BOOKS

OBJECTIVE

To have a fiction collection that is up to date, attractive, enticing, and changing.

WHY WEEDING IS NECESSARY?

Patrons: Positive factors from the patron's point of view.

When libraries do not weed fiction regularly or consistently, patrons have trouble finding attractive, current books that are in good shape. Removing outdated or worn out items makes the collection more visually attractive and more inviting to users who are browsing. Doing such things as adding labels may make patrons more aware of some books, or re-laminating covers may increase a book's attractiveness. Patrons will find it easier to retrieve a title if there are fewer books on the shelves.

Staff: Weeding has additional advantages for staff.

Staff members learn more about the collection. Gaps in the collection will be obvious enabling you to choose new books with confidence. Paradoxically, weeding is a good way to increase circulation by drawing attention to books that had previously been overlooked. Weeding provides more space and fewer books that have to be shelf read

Weeding

This is a necessary part of good collection development. It should be done every 3 years minimum. Inventory should be done the following year or if there is help can be done within the same year.

1. Review your school/ library policy in regards to weeding. Make notes of their recommendations in your action plan.
* Review public library regulations in regard to weeding & collection development. *
2. Get all your carts, boxes, etc. ready and on hand before you actually start the process. Recruit volunteers to help with process after weeding.
3. Review your Circulation system's operation in terms of printing off records of removed items. When doing a print out of your deleted items, be sure to include: Title, author, ISBN, publishing date, and publisher. If necessary do a sample report to see if information prints out. For public libraries this report will be important when recording record of deleted items to provincial library. This list, will also help you in searching Gateway or Hip-Hop to record the titles you want removed from Sask. Provincial library database.
4. Do an action plan. Do a mental tour of all the necessary steps you will need to do to make a success of your weeding.
Think about: When you will begin? How it will affect the regular school or library hours? When will it be complete? How will you tell if it is complete? What will you do with your deleted items? Where will you store the items until you have completed the process?
5. Plan out what you will do with your weeded items! Here are some options:
 - a. Recycle: Once they are removed from your circulation system remove them to the recycling area – this should be in boxes that are clearly marked “to be discarded”. This type of items will be items that are badly damaged, missing pages, etc.
Some of these titles may be considered for repurchasing – make a list of information or pull off verso page and use this information for making an order.
 - b. Re-Use: These are duplicates or gently used materials that will find new life in literacy bags or with leveled reading. They will need to be removed from your circulation system and added to the literacy bags.
 - c. Sell: once completed through the process of deletion from circulation, the items can be sold at a reduced rate.

6. Timing: Give yourself some time to complete all the processes if you're doing the weeding by yourself. You will need roughly 5 to 10 days to complete the whole weeding process. It may then require another week or two to completely deal with each title or record after removing it from the shelf. Deleting it from your circulation system is one of the steps.
7. Discuss with your principal or local board your action plan; ask for feedback and recruit help. Provide them with dates and time of weeding activity.

What will be removed from your collection?

Overly loved, ratty looking, falling apart, damaged covers, water damaged, yellowing pages, and old looking books. Along with this you can take out duplicates and non-circulating items.

Weed and don't replace

- 1) Unneeded duplicate volumes.
- 2) Books that have not been read in years, particularly recent years.
- 3) Older books not in series.
- 4) Books with low usage (other than those just added in that last few years) that just need freshening up (such as a new label and/or cover).
- 5) Books without laminated covers that would be of interest with newer editions.
- 6) Books that were rebound but aren't circulating.
- 7) Badly bound volumes with soft pulpy paper and/or shoddy binding.
- 8) Books with outdated covers.
- 9) Books that have pages/sections/illustrations missing.
- 10) Shabby or worn out volumes whose pages are dirty, brittle, or yellow; frayed or broken binding, or bindings with gutter margins of less than ½ inch; or dingy or dirty covers.
- 11) Badly printed works, including those with small print, dull or faded print cramped margins, poor illustrations, and poor paper quality, paper that is translucent so that the print shows through.
- 12) Heavily soiled covers and pages.
- 13) Books that smell or are moldy.

- 14) Marked up, mutilated, ragged, bug-infested, or damaged pages or covers.
- 15) Old genre fiction that could be replaced with newer titles.
- 16) Older editions with old fashion look.
- 17) Outdated topics.
- 18) Unappealing books.
- 19) Obscure foreign authors in little demand.
- 20) Oversimplified or abridged classics. **Replace worn out classics**
- 21) Consider removing **series** books when titles are missing or finding replacements for missing titles.

Keep Canadiana

- 1) All Canadian books should be re-shelved or repaired and re-shelved even if they are not in good or attractive condition providing they have circulated at least once in the last five years.
- 2) Check all books to see if they were printed by a Canadian publisher, written by a Canadian, set in Canada, etc., and add a maple leaf label if they don't have one. Saskatchewan produced materials and Saskatchewan writers also can have a label.

WEEDING Procedure

Note one: If you can print a report from your circulation system that gives the author, title, date added, barcode number, publication date, last circulation date, number of circulations, and number of copies for each book. This report should be done in shelf list order. This will be important for marc records (deletion from Gateway) and also for reordering of materials later on.

Note two: See if the sections that staff will be weeding can be shelf read by volunteers or staff before weeding starts. This will be helpful to you when you need to reshelv materials after repairs.

Decide how you will be doing your weeding:

Method One

- 1) Starting Point
Start at one end or the other of the collection (A or Z) with your assigned collection.

- 2) Begin
Bring a full cart to your workstation, and go through each book on the cart. It is good to do shelf by shelf rather than a full cart.

OR

Method Two

- 1) Starting point
Start at one end or the other of the collection (A or Z) with your assigned collection.
- 2) Begin
Examine each book on the shelf, and put the books that need further action on a cart, bring the cart to your workstation, to complete the process and to do the follow-up.

PROCESSING STEPS

From your action plan you will have had the areas set somewhere for dealing with the books you've pulled from the shelf.

Keep, but Needs Labels, laminating, rebinding, or mending

Sometimes Canadiana and genre books are missing labels. Set aside for labels and repairs if necessary. Some books may just need freshening up by having the cover re-laminated.

Mending an item may be a good choice if it would be difficult/impossible or expensive to replace if the book has some unique value to the collection.

Repairing a book requires an investment of staff -time and supplies. Some questions you ask yourself before you put aside a book for mending: Do the staff have the resources and skills to repair it in-house? Will it take longer than 15 minutes for a staff member to repair the item? How many times has it been repaired? Would it be more cost effective to buy a new copy? Do I really need to keep this item? Have a shelf labeled for these titles. **“Repair”**

Replace with New Copy

Before going to the expense and hassle of trying to locate a replacement for an item that may very well be out of print or not truly useful in your library, think long and hard. Is it worth it? These items will need to be dealt with first after you've finished with weeding so that they can be sorted into one of the four options.

Don't Keep

If you decide to discard an item, you have to decide how to dispose of it. There are really only three options: destroy it (recycle), use in another area, sell it or give it away.

Set up Designated Piles or spaces on shelves” **for Discard”**

- Once you have deleted the copy record from your circulation program you can continue the weeding process.
- Pre-arrange who will help stamp the books with the DISCARD stamp. Stamp with “Discard” or have someone WRITE discard on the front and back covers
- Make sure that you remove your barcode or cross off with a black marker.
- Place in designed boxes once the record copy has been deleted from your circulation system. Boxes should be marked “Recycle” or “For Sale”.
- Make a list of discarded (weeded) titles. Public Libraries will need to search Gateway for records that belong to them. Print off copy records and send to Provincial Library for your location to be removed from the title record.

Books Returned from Circulation

Ask Circulation staff to put all books being returned from circulation in a designated area set aside for you so that you can weed the returned books also.

The weeding process is complete when copy records are deleted, books are repaired and re-shelved and sales have been finalized.

Your next step would be in reordering of popular titles or updated information.

Plan to do an inventory soon after weeding has been completed.