

Collection Maintenance 101

Keeping the collection fresh!

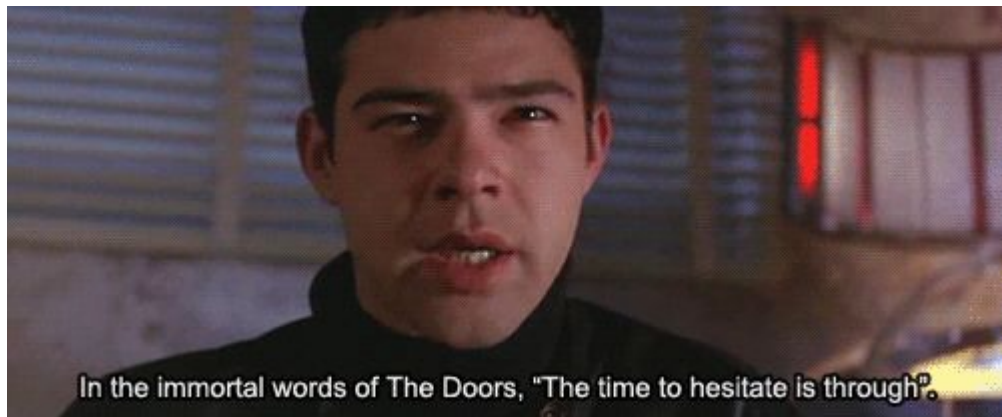
Why do we weed?

- Shelf space
 - We add:
 - ~200,000 new books per year (more than all items at GON + GVR + SGB)
 - ~40,000 new DVDs per year (more than all items at VVI)
 - ~20,000 new CDs per year (as many items as at ROB)
- Appearance
- Inaccurate/Outdated information

Core Philosophy

- Collection Development Policy
- One System, One Dynamic Collection

My weeding pep talk →



Glossary

dusty = low circulation item

grubby = high circulation item

Simply Reports = tool for creating customized reports using Polaris data

floating collection = items stay at the branch where they are returned, rather than being moved to a “home” location

de-pops = moving materials from the new or “popular” collection to the general collection

conditional weeding = weeding items based on their poor condition

last copy = the last remaining copy of a title in Polaris

too much/too little = process of transferring materials based on a branch’s need (too little) or crowded/full (too much)

refinish = polishing/lightly sanding DVDs and CDs

featured title = new books that are not renewable

long tail = less requested, sometimes older, not high circling materials

router = the list of items that customers have requested to be picked up at another location

CDO = Collection Development Office, the staff who select materials for the collection

TAS = Technical Access Services, the staff who receive, catalog, and process materials

ILL = Interlibrary Loan, the staff who borrow and lend materials, on behalf of DPL customers, with other library systems

FAC = Facilities, the staff who clean & fix our buildings, and deliver materials from location to location

B&B = Books and Borrowing, Central staff members who deal with the adult print circulating collection

holds unclaimed = items placed on hold that have not been picked up by the customer

in transit = circ status identifying items moving to a different location

hold in transit = circ status identifying items moving to a different location to fill a customer request

Collection Maintenance DPL

- Annual Calendar
- Monthly Assignments
- Weekly/bi-weekly reports
- Daily upkeep

JANUARY	Adult Fiction A - I	Picturebooks A-I
	000s	000s
	Audiobooks	Audiobooks
		Holiday Books
FEBRUARY	Adult Fiction J - Q	Picturebooks J-Q
	100s - 200s	100s-200s
	YA Fiction	

Staff Responsibilities

Senior Librarian -- ensures CM participation, supports CM work, staff understand and fulfill roles

CMTeam Reps -- generate reports, train branch/department staff, promote completion of monthly assignments; attend monthly meetings

Lead Clerks -- create and assign monthly circulation reports

All staff -- pull lists, conditional weeding, assignments from Sr. Lib and CMTeam Rep, know CM basics (what and why)

3 Us for weeding

Has it been **USED** (has it circulated?)—

Cost per circulation goal = **\$3.45**

- CDs/DVDs = 5 circulations
- DVD TV shows = 13 circulations
- Books = 6 circulations
- Paperbacks/Board Books = 3 circulations
- Audiobooks on CD = 10 circulations
- Magazines = 1 circulation

USEFUL

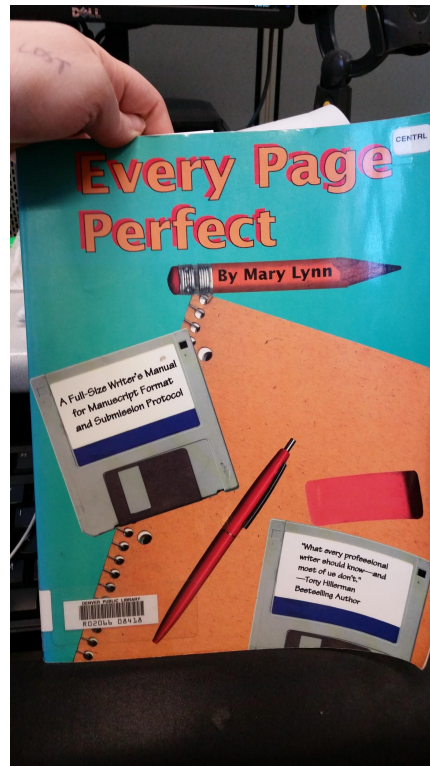
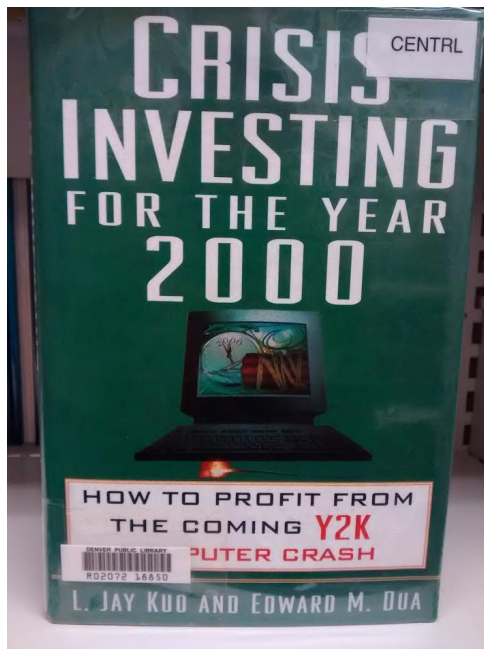
Is it USEFUL (current information that people WANT)

- Current
- Supply/Demand

Examples

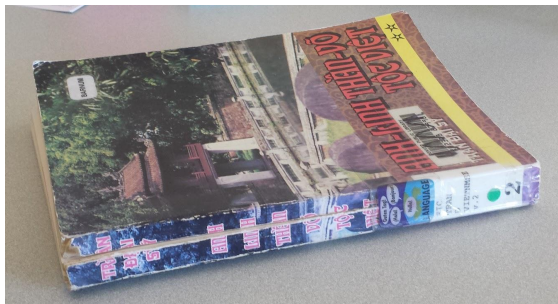
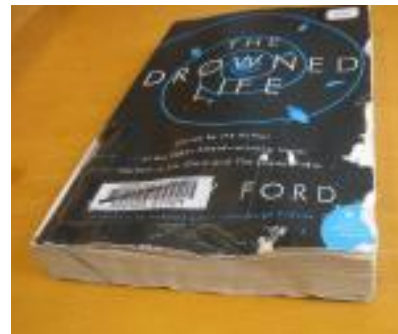
Current?

These were
found in
March 2017.



Usable (conditional weeding)

Would you take this to bed with you?



Informed Judgement

Informed:

- Simply Reports
- Polaris Canned Reports
- Item Records
- Collection Maintenance documentation
- Service Delivery/customer base
- Colleague expertise

Judgement:

- 3 Us
- Subjective experience

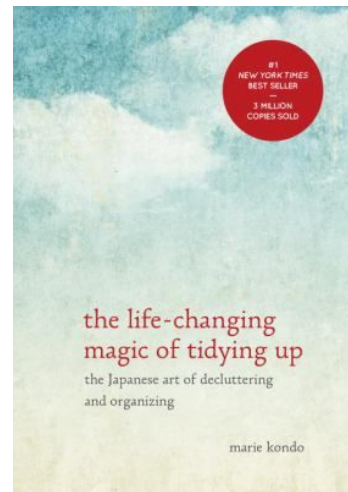
Life-changing Magic of Weeding

From Marie Kondo:

“when you discard an item, show appreciation for all it has done for you. Even if it is a [book that has never circulated] — it has served its purpose, and you thank it for showing you what doesn't work for [our collection].”

A light bulb went on (for Stephanie Two Eagles, PKH shelver)— **if I silently acknowledge each worn-out book for its service before I dispose of it, I could weed like crazy.** “Let them go, with gratitude,” she says.

Paraphrased for context



What happens after we weed?

DENVER PUBLIC LIBRARY

Materials Disposal Guidelines *Is the item...*

Newspapers?
Magazines – Weeded AND Donated?



TO: **CEN/Disposal**
FROM:
Conditional Weeding | Conditional Donations

Conditional Weeding?
Conditional Donations?
ARCs?

Any Weeded Adult Fiction?

TO: **CEN/Book Sorters**
FROM:
All Weeded Adult Fiction

CDs, DVDs and Cases

DISCS
FROM:

CASES
FROM:

Any Donation in good condition?
Weeded Adult Nonfiction, Children's,
YA, Media, Large Print, Languages?

PRIORITY
TO: **CEN/Book Sorters**
FROM:
ALL DONATIONS in GOOD condition
ALL WEEDED adult non-fiction, Children's, YA,
Media, Large Print, Languages

Who does what?

- CDO buys new items & refreshes worn but still popular titles
- TAS receives/processes/catalogs
- FAC delivers
- Circ (CEN) and branch staff circulate, help customers, weed
- B&B/CHL (Lowers), long tail

Collection Maintenance Team

- Representatives from each branch and department at CEN, CDO, cataloging
- CMTeam Buddies
- Liaisons from Circ, REF, Managers, Senior Librarians

Load Balancing

- Floating limits allow us to evenly distribute collections throughout the system
- Floating limits are set on each collection code based on linear feet of shelving. (fiction genres are all fiction, dewey's all nonfiction)
- A “comfort factor” is built in so each shelf should look about 3/4 full with space for shelving and display
- If you have a collection that is 100% full, the item will go in transit to the branch with the most available space.
- Phase 2 - circulation stats

Branch	Floating Limit	Percent full
ATH	919	81%
BAR	735	90%
BDY	291	100%
BVL	1593	83%
BCL	457	83%

Other resources--Help is out there!

[Request a visit](#) from CDO

CM Buddies: cmbuddies@denverlibrary.org

CMTeam cmteam@denverlibrary.org

CDO coldev@denverlibrary.org

Request It/Prospector/ILL

Branch/Dept CMTeam rep

CMTeam Buddies: Kelly at SGB, Monica at PKH, Becker in CDO

Cataloging and Processing (TAS) tashelp@denverlibrary.org

[Merchandising Guidelines](#)

The image shows two library request forms. The left form is titled 'TO: CDO' and includes fields for 'bib control number', 'author / title', and a list of request types with checkboxes: 'Refinish', 'Request to reinstate', 'Genre/audience reclass*', and 'Donation: Request to add*'. It also has a 'Notes:' section and a 'Requested by (name & location--required):' field. The right form is titled 'to : TAS' and includes fields for 'bib control number', 'author / title / call number concern', and a list of request types with checkboxes: 'catalog inconsistency', 'change call number', 'enhance bibliographic record', and 'spine label stickers'. It also has a 'notes:' section, a 'requested by (your name & location):' field, and a 'contact' field with the email 'tashelp@denverlibrary.org'.

After Weeding Schlessman & Byers



“Changing the collection
changed everything.”
- Cecilia Hem Lee, Byers

Rearranging Sam Gary



Navigating to Documents

Staffweb page

Drive folder