

Collection Development Policy - Appendix 2: General Collection Weeding Schedule and Procedures

	<p>Fall 2011 DF (JH reviewer) Anthropology 305-6 (1015 items)</p> <p>JH (PT Reviewer) U.S. History 970-79 (4316 items)</p>	<p>Fall 2012 DF (HB Reviewer) Religion 200-99 (1705 items)</p> <p>JH (KF reviewer) Political Science 320-29 (2723 items)</p>	<p>Fall 2013 DF (PT Reviewer) Journal/MassMedia 70-79 (153 items)</p> <p>JH (PT Reviewer) Management 650-59 (3369 items)</p>	<p>Fall 2014 DF (HB Reviewer) Philosophy 100-49; 160-99 (1144 items)</p> <p>JH (PT Reviewer) (cont.) Stats 310-19; Pub Ad. 350-59; Commerce 380-89 (1790 items)</p>	<p>Fall 2015 DF (DM reviewer) Journalism/MassMedia 70-79 (153 items)</p> <p>JH (PT Reviewer) Math, Phys, Chem. 500-49 Engineer 620-29 (2332items)</p>	
	<p>Winter 2012 DM (KF reviewer) Psychology 150-59 (734 items)</p> <p>JH (HB Reviewer) U.S. History (continued) 970-79 (4316 items)</p>	<p>Winter 2013 DM (DF Reviewer) Film 791 (510 items)</p> <p>JH (PT Reviewer) Political Science (continued) 320-29 (2723 items)</p>	<p>Winter 2014 DM (JH reviewer) English Literature 820-29 (2583 items)</p> <p>JH (HB Reviewer) Management 650-59 (continued) (3369 items)</p>	<p>Winter 2015 DM (JH Reviewer) Various Languages 830-879 (1412 items)</p> <p>JH (PT Reviewer) (cont.) Stats 310-19; Pub Ad. 350-59; Commerce 380-89 (1790 items)</p>	<p>Winter 2016 DM (KF reviewer) Rhetoric, Writing, Lit. Criticism 800-09 (1171 items)</p> <p>JH (PT Reviewer) miscellaneous</p>	
	<p>Spring 2011 JH (PT reviewer) Library Science 010-069 (960 items)</p>	<p>Spring 2012 HB (JH reviewer) Languages 400-99 (799 items)</p> <p>KF (PT Reviewer) Life Sci 570-79 Agriculture 630-39 Evolution 599 (1108 items)</p>	<p>Spring 2013 HB (JH reviewer) Art 700-29 (1571 items)</p> <p>KF (PT Reviewer) Customs, Etiquette, Folklore (CGG) 390-99 (645 items)</p>	<p>Spring 2014 HB (DF Reviewer) Art 730-49 (1108 items)</p> <p>KF (PT Reviewer) Bot 580-589 Zool 590-599 (850items)</p>	<p>Spring 2015 HB (DF Reviewer) Art 750-79 (782 items)</p> <p>KF (JH reviewer) Education 370-79 (1292 items)</p>	<p>Spring 2016 HB (JH reviewer) Economics 330-39 (1889 items)</p> <p>KF (DF Reviewer) New Readers Collection</p>
	<p>Summer 2011 JH (PT Reviewer) Social sci. 300-4; 7-10 (1528 items) JH (PT Reviewer) Drama 792; 980-99 (375 items)</p>	<p>Summer 2012 JH (DM, PT Reviewer) American Literature 810-19 (4068 items)</p>	<p>Summer 2013 JH (PT Reviewer) Geography 900-29 Med.610-19 (3520 items) JH (PT Reviewer) History(other) 980-99</p>	<p>Summer 2014 JH (DM, PT Reviewer) Ancient, Europe, Asia, Africa History 930-69 (3184 items) JH (PT Reviewer) History980-99 (200 items)</p>	<p>Summer 2015 JH (PT Reviewer) Social services; assoc 360-69 (2503 items) Sports 793-79 (337 items)</p>	<p>Summer 2016 JH (DM, PT Reviewer) Music 780-89 Perf. Arts 790, 792 Hellenic Literature 880-99 (1969 items)</p>

Purpose of Weeding

Weeding refers to the continuous process in which items in the library collection that meet the weeding criteria are removed from the collection. Weeding is necessary to maintain a relevant collection; make the best use of space; improve the appearance and browsability of the collection; identify materials needing repair or replacement; and get feedback on the collection's strengths and weaknesses. Weeding extends to all materials in the library collections.

Information for weeders and reviewers:

- Item list by call number with: title / author / publisher / pub. date / historical charges / historical browses / date of last charge
- Overview of subject area from OCLC collection analysis printout
- Weeding criteria

Process

1. WL (Weeding Librarian) will remove titles according to the weeding criteria and indicate the reason for weeding each title with a corresponding color slip (see weeding criteria below).

NOTE: titles marked as either "exempt" or belonging to the "Owen Collection" should not be weeded. These are titles that are to be a permanent part of the print collection.

2. As soon as the WL has finished placing titles on the bookcart for that day, they will take the cart to the Circulation Dept. so the titles can be withdrawn in Voyager. No titles should be pulled from the shelves and placed on a cart without them being processed within 24 hours.
3. After the Circulation Dept. receives the cart and the titles have been withdrawn, the Circulation Dept. will send the following message to the RL (Reviewing Librarian) and to the Technical Services Dept.

Hello [Reviewing Librarian]

The Weeding Librarian has brought a cart of material to be weeded to Circulation. We have scanned the materials into withdrawn and suppressed status in the OPAC. The cart is now in the reference office waiting for your review.

Technical Services - please run your report and perform your initial clean up.

4. If the WL plans to do more weeding in the next three days, the WL should indicate this by a note on the cart. Rather than send the message in step 3, the Circulation Dept. will notify the WL when the titles have been withdrawn.
5. If no further weeding is planned within the next three days, after the titles have been withdrawn, the Circulation Dept. will place the bookcart in the Reference Office and notify the RL that the cart is ready for review as outlined in step 3. They can identify the RL through the weeding schedule.
6. Technical Services should run a report of the titles being proposed for weeding and email it to the reviewing librarian.

7. The RL will move the cart to his/her preferred location for reviewing it. The RL will notify the reference department where this location is so that other librarians can review the titles on the bookcart if so inclined to do so. The RL should also email relevant faculty the list of titles being proposed for weeding, informing them that the titles are being considered for weeding and that the faculty should provide any feedback they want to within a week's time.
8. When a cart is in the possession of a RL, the WL will get a new cart when resuming weeding.
9. Any librarian reviewing the titles on the bookcart can indicate their questioning of weeding a particular title by placing a white slip of paper (with their initials) in it. Any titles so flagged will be discussed between the weeding librarian and the questioning librarian. If the title is not to be weeded, it will be taken to the Circulation Dept. to be reinstated into the collection.
10. The RL will have up to one week to review titles after they have been removed from the shelves and withdrawn. The RL does not have to take the entire week and can move to Step 11 when the titles have been reviewed.
11. When the titles have been reviewed (no longer than a week), the RL should take the bookcart to Tech. Services for final processing of the titles. After the cart is completely processed, Tech. Services will return the colored slips to the WL. Tech. Services will consult with the WL if any questions come up during final processing.

General Criteria for Weeding and associated colors:

- Materials containing outdated or inaccurate information. If the subject area is still relevant, consider replacing with updated edition or title (YELLOW)
- Materials having little/no circulation that are not considered classics or standard titles in their areas. (ORANGE)
- Duplicate copies of low-circulating materials. (PURPLE)
- Superseded editions of materials not considered classics or needed for historical purposes. (PINK)
- Materials that no longer meet a curriculum need, such as when a HCC program or area of study is de-emphasized or terminated. (GREEN)
- Worn out or damaged materials. This includes materials with broken spines, defaced or faded pages or covers, missing, torn, or brittle pages, etc. If the materials receive reasonable use, they are considered for replacement or repair. (BLUE)

The following guidelines for broad subject categories are to be used in conjunction with the general criteria for weeding as well as any specific circumstances pertaining to individual subject areas or programs of study offered by Highline Community College. It should be remembered that the guidelines stated below are generalizations and that there will be exceptions to them. For example, conceptual works in the social sciences, health sciences, technology, business, and applied and pure sciences may have longer lasting relevance or historical value and still be of value beyond the ten year mark.

- **Technology and Library and Information Science:** materials in these areas that are technologically oriented tend to become outdated within seven to ten years and should be considered for weeding after this time. Other materials that are more conceptual in nature and do not involve specific technology have longer lasting relevance or historical value and may still be of value to the library collection beyond the ten year mark.

- **Humanities:** materials in this area generally do not become outdated, so factors such as circulation statistics, duplicates, and damage take on added significance in weeding.
- **Social Sciences:** materials in the social sciences typically become outdated between fifteen to twenty years. An exception to this is in history. History materials usually do not become outdated, but may be superseded by newer editions of the same work or works that reflect new research into the subject area.
- **Business and Economics:** materials in these areas typically become outdated after ten to fifteen years and should be considered for weeding after this time.
- **Health Care and Medicine:** materials in this area are usually outdated in as little as seven to ten years and should be considered for weeding after this time. Works on historical perspectives of healthcare/medical topics can be an exception to this rule.
- **Applied Sciences:** materials in these areas tend to become outdated within seven to ten years and should be considered for weeding after this time. An exception is Computer Science materials, which should be reviewed every five years.
- **Pure Sciences:** materials in this area are usually outdated within ten to fifteen years, but exceptions to this should be noted, such as in mathematics, which does not become outdated as quickly.

Tips for Weeding:

- As you weed, think about what the collection's strengths and weaknesses are; what gaps need to be filled' what areas need to be updated. On a more specific level, are there titles that need to be updated or replaced? You have the experience of staffing the reference desk and having a good idea of the information needs of our users, but also realize this experience is only one factor and only reflects the users that we actually interact with.
- Keep some paper so you can take notes as you weed.
- What is the relationship between timeliness of information and your subject area? For example, older titles in philosophy or art may still be quite relevant and useful, as opposed to older titles in health/medicine, technology, or science.
- If you are considering a title for weeding, look to see if it is stamped "Exempt" on the pocket holder on the inside cover. This means the title is exempt from weeding. If the title is in poor condition or is an earlier edition, it can be replaced by the same title which is made exempt.
- If you see a title that you think should be exempted from future weeding (usually classics in the field), and it is not so marked, make a note of the title and call number and inform Technical Services to make it exempt (the book is stamped and a note is included in the MARC record)
- You have the benefit of staffing the reference desk and having a good idea of the information needs of our users. Keep that in mind as you weed.
- Take into account that people still browse for books and the collection should be browse friendly. In considering what browse friendly is, try to think as our users would in looking at the collection.

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Key Department: **Library Reference Services**

Key Person: **Jack Harton, Faculty Librarian**

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