

**Weeding with
Millennium”**

or

**“A LIBRARY’S WORST
NIGHTMARE”**

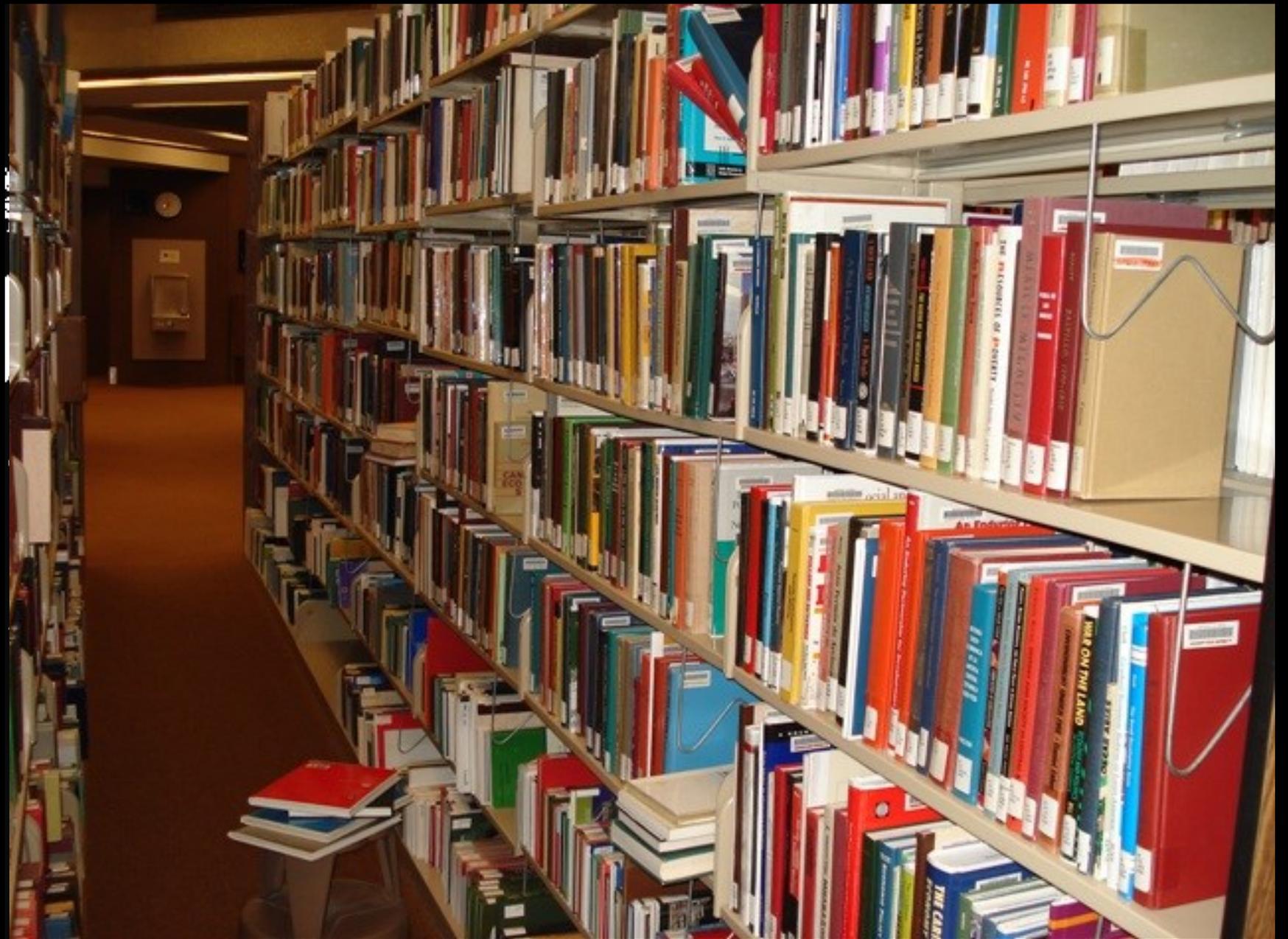


*A very scary story by:
Charissa McDowell &
Shelle Davis*

How it all began...

- Once upon a time a few Circ staffers ventured upstairs to the dusty expanses of the library...
- And as they wandered through hundreds of shadowy book stacks...
- They made a terrifying discovery...







GT 13
V 53
TO
GT 347 .576

GT 13
V 53
TO
GT 347 .576

GT 13
V 53
TO
GT 347 .576



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LB
17
.V3
1974

VAN TIL
LB
17
.V3
1974
cop.2

VAN TIL
LB
17
.V3
1974
cop.4



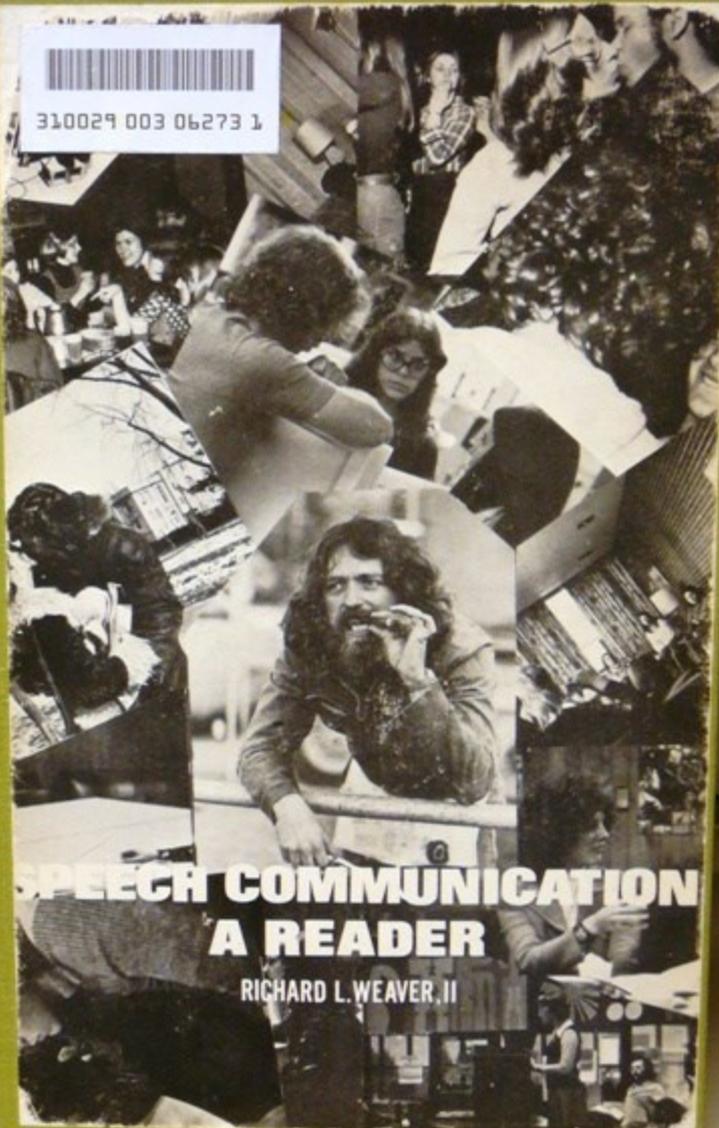


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SPEECH COMMUNICATION

WEAVER

7th ed. - 1983



SPEECH COMMUNICATION A READER

RICHARD L. WEAVER, II



“Weeding is the active discarding or transferring to storage of unneeded library items. It is not simply the passive withdrawal of the records of lost books or the withdrawal of books so damaged that they are no longer usable”

www.aug.edu/libcirc/weed_policy.html

Digging in...



- Establish weeding guidelines
- Hand-weed the stacks
- Create a weed list
- Inventory stacks - isolating unlinked books
- Pull and process books
- Rinse, lather, repeat

Bierce weeding concepts

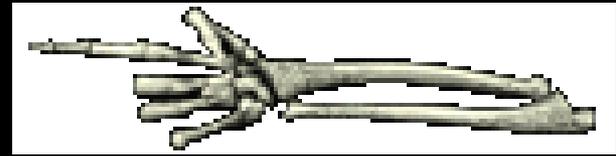
- Develop criteria in conjunction with our Collection Management Department & refine as needed
- Select a list format that is easy for student employees to use

Transform our collection into one that is:

- “lean & mean”
- stream-lined & user-friendly



Hand-weeding



- Easy way to locate: multiple copies, earlier editions, damaged books, misshelved & “unlinked” books
- Spending quality time in the stacks brings attention to problem areas
- How did an OhioLINK book end up in the PRs!!??

2004 Weed list criteria

- Location = Bierce
- Cataloged more than 10 years ago
- 1 or 0 total circulations
- Status = Available

32,000 ITEMS!



2007 Weed list criteria

- Location = Bierce
- Cataloged more than 8 years ago
- Zero circulations



Creating your list...

- What is the magic formula to conjure a functional weed list using Millennium Create Lists & Microsoft Access?



Create Lists



Review Files | Saved Searches

All Search Records Sort Records List Records Export Records Show Records Show Info

File	Name	Current Records	Max Records	Type	Status	Initials	Created [datetime]
8	TSB Law Missing Items	274	500	i	complete	tsb	07-05-2007 / 14:17:09
4	Test Link Maintenance 051707jtp	3	250	b	complete		
45	test export	86	1000	i	complete	chm	09-26-2007 / 15:09:52
47	sxdEEEdoooo	1077	3000	i	complete		
46	sxdEEEdoooo	1097	3000	i	complete		09-26-2007 / 15:16:35
5				b	complete	sdr	03-27-2007 / 13:25:37
65			000	b	complete	sdr	08-21-2007 / 10:59:48
39			00	p	complete	mrg	09-26-2007 / 08:19:32
75			000	b	complete	sdrlaw	09-26-2007 / 08:55:44
53			00	o	complete	sdrlaw	08-03-2007 / 12:28:47
59			00	i	complete	sdr	05-02-2007 / 05:21:06
73			000	o	complete	sdrlaw	07-25-2007 / 10:49:40
64			000	i	complete	sdr	03-12-2007 / 09:51:17
76			000	i	complete	sdr	03-09-2007 / 14:08:00
51			00	o	complete	srd	08-29-2007 / 14:02:52
35			00	b	complete	srd	06-06-2007 / 14:50:52
19			00	o	complete	srd	09-25-2007 / 10:14:40
48			00	o	complete	pal	09-21-2007 / 16:38:34
32			00	i	complete	ojb	06-25-2007 / 16:39:19
18			00	o	complete	mmk	09-21-2007 / 15:59:41
54			00	i	complete	mrg	07-13-2007 / 12:50:35
37			00	p	complete	mrg	09-21-2007 / 10:24:02
16			00	b	complete	mrg	09-14-2007 / 12:44:55
13			00	b	complete	mrg	09-14-2007 / 09:53:33
24			00	i	complete	mrg	05-08-2007 / 09:26:38
21			00	i	complete	mrg	05-08-2007 / 09:26:01
56			00	p	complete	mrg	08-27-2007 / 08:47:47
67			000	b	complete	mrg	08-24-2007 / 12:46:05
71			000	b	complete	mrg	08-24-2007 / 12:49:05
17			00	b	complete	mrg	05-29-2007 / 10:48:26
63			00	i	complete		09-21-2007 / 08:54:58
34	met binding 12.8.06	748	1000	c	complete	met	03-23-2006 / 12:03:17
50	Load: Inserted records for MARC_Sub...	465	3000	b	complete	sdr	09-24-2007 / 20:46:09

Export Format [Close]

Export ITEM Information

Fields to be exported

Line	Type	Field
1	BIBLIOGRAP...	TITLE
2	ITEM	BARCODE
3	ITEM	RECORD #
4	ITEM	COPY #
5	ITEM	VOL
6	b	CALL #

Append

Insert

Delete

Field delimiter: ,

Text qualifier: "

Repeated field delimiter: ;

Maximum field length (0-1000): <none>

File: <77\Desktop\E1 to E9999 Weed List.txt> [Browse]

OK Cancel

"LE", "BARCODE", "RECORD #(ITEM)", "COPY #", "VOL", "CALL #(BIBLIO)"
 e Lummi Indians of northwest Washington", "310029003472020", "i10040419", "1", "", "E99.L95 S75 1969"
 ssey: journey through Black America, by Earl and Miriam Selby", "310029002039591", "i1025254x", "1", "", "E185.615 .S38 1971"
 e information respecting America", "310029002027791", "i10307722", "1", "", "E164 .C77 1969"
 el boast: first at Bethel--last at Appomattox", "310029002137823", "i10319256", "1", "", "E573.4 .w44"
 e United States, with an excursion into Mexico a handbook for travellers, 1893. Edited by Karl Baedeker. New introd. by
 e republican court or, American society in the days of Washington", "310029002027853", "i10394424", "1", "", "E164 .G87 1971"
 e papers of Benjamin Franklin / Leonard W. Labaree, editor. Whitfield J. Bell, Jr., associate editor", "310029002062350"
 e papers of Benjamin Franklin / Leonard W. Labaree, editor. Whitfield J. Bell, Jr., associate editor", "310029002062369"
 e papers of Benjamin Franklin / Leonard W. Labaree, editor. Whitfield J. Bell, Jr., associate editor", "310029002062396"
 e papers of Benjamin Franklin / Leonard W. Labaree, editor. Whitfield J. Bell, Jr., associate editor", "310029002062412"
 e papers of Benjamin Franklin / Leonard W. Labaree, editor. Whitfield J. Bell, Jr., associate editor", "310029002062421"
 e papers of Benjamin Franklin / Leonard W. Labaree, editor. Whitfield J. Bell, Jr., associate editor", "310029002062430"
 e papers of Benjamin Franklin / Leonard W. Labaree, editor. Whitfield J. Bell, Jr., associate editor", "310029007180944"
 e papers of Benjamin Franklin / Leonard W. Labaree, editor. Whitfield J. Bell, Jr., associate editor", "310029002062485"
 e papers of Benjamin Franklin / Leonard W. Labaree, editor. Whitfield J. Bell, Jr., associate editor", "310029002062494"
 e papers of Benjamin Franklin / Leonard W. Labaree, editor. Whitfield J. Bell, Jr., associate editor", "310029002062500"
 e papers of Benjamin Franklin / Leonard W. Labaree, editor. Whitfield J. Bell, Jr., associate editor", "310029002062519"
 e papers of Benjamin Franklin / Leonard W. Labaree, editor. Whitfield J. Bell, Jr., associate editor", "310029002062528"
 e papers of Benjamin Franklin / Leonard W. Labaree, editor. Whitfield J. Bell, Jr., associate editor", "310029002062537"
 e papers of Benjamin Franklin / Leonard W. Labaree, editor. Whitfield J. Bell, Jr., associate editor", "310029007181006"
 e papers of Benjamin Franklin / Leonard W. Labaree, editor. Whitfield J. Bell, Jr., associate editor", "310029007173729"
 e papers of Benjamin Franklin / Leonard W. Labaree, editor. Whitfield J. Bell, Jr., associate editor", "310029007717866"
 e papers of Benjamin Franklin / Leonard W. Labaree, editor. Whitfield J. Bell, Jr., associate editor", "310029007576759"
 e papers of Benjamin Franklin / Leonard W. Labaree, editor. Whitfield J. Bell, Jr., associate editor", "310029013692373"
 e papers of Benjamin Franklin / Leonard W. Labaree, editor. Whitfield J. Bell, Jr., associate editor", "310029015126999"
 ace Greeley and the Republican Party, 1853-1861, a study of the New York Tribune", "310029014166438", "i10667039", "1", "",
 . Lee, a biography, by Douglas Southall Freeman", "310029002133603", "i10680111", "1", "v.2", "E467.1.L4 F83"
 . Lee, a biography, by Douglas Southall Freeman", "310029029754178", "i10680159", "1", "v.4", "E467.1.L4 F83"
 ucation of a Congressman the newsletters of Morris K. Udall. Edited by Robert L. Peabody, with the assistance of Tim Wyr
 e papers of Ulysses S. Grant / edited by John Y. Simon", "310029007995440", "i10702271", "1", "v.16", "E660 .G756 1967"
 ahram Lincoln a history, by John G. Nicolay and John Hay", "310029002073464", "i10772327", "1", "v.5", "E457 .N653"
 ahram Lincoln a history, by John G. Nicolay and John Hay", "310029002073482", "i10772340", "1", "v.6", "E457 .N653"
 ahram Lincoln a history, by John G. Nicolay and John Hay", "310029002073525", "i10772388", "1", "v.8", "E457 .N653"
 ahram Lincoln a history, by John G. Nicolay and John Hay", "310029002073561", "i1077242x", "1", "v.10", "E457 .N653"
 rofile of the Negro American / by Thomas F. Pettigrew", "310029002038404", "i10781213", "1", "", "E185.625 .P4"
 istory of the United States", "310029002043390", "i10796241", "1", "v.5", "E178 .C44"
 es Madison", "310029002104822", "i10798808", "1", "v.2", "E342 .B7"
 e works of Theodore Roosevelt", "310029001968302", "i10804602", "2", "v.1", "E660 .R842"
 e works of Theodore Roosevelt", "310029001968311", "i10804614", "1", "v.2", "E660 .R842"
 e works of Theodore Roosevelt", "310029001968339", "i10804626", "1", "v.4", "E660 .R842"
 e works of Theodore Roosevelt", "310029001968348", "i10804638", "1", "v.5", "E660 .R842"
 e works of Theodore Roosevelt", "310029001968384", "i10804675", "1", "v.9", "E660 .R842"
 e works of Theodore Roosevelt", "310029001968393", "i10804687", "1", "v.10", "E660 .R842"
 e works of Theodore Roosevelt", "310029001968400", "i10804699", "1", "v.11", "E660 .R842"
 e works of Theodore Roosevelt", "310029001968428", "i10804717", "1", "v.14", "E660 .R842"
 e works of Theodore Roosevelt", "310029001968437", "i10804729", "1", "v.15", "E660 .R842"
 e works of Theodore Roosevelt", "310029001968455", "i10804742", "1", "v.17", "E660 .R842"
 e works of Theodore Roosevelt", "310029001968464", "i10804754", "1", "v.18", "E660 .R842"
 e treason of the Senate. Edited with an introd. by George E. Mowry and Judson A. Grenier", "310029002144897", "i1082487x",
 oirs of American Jews, 1775-1865", "310029001500968", "i10904396", "1", "v.3", "E184.J5 M233"



Open

Look in: Desktop

- My Recent Documents
- Desktop
- My Documents
- My Computer
- My Network Places

- My Documents
 - Powerpoint
 - Student training
 - Xen docs
 - E1 to E9999 Weed List.txt

File name:

Files of type: Text Files (*.txt;*.csv;*.tab;*.asc)

Open Cancel



E1 to E9999 Weed List : Database (Access 2000 fil... [min] [max] [close]

Open Design New | X | [refresh] [undo] [redo]

Objects

- Tables
- Queries
- Forms
- Reports
- Pages
- Macros
- Modules

Groups

- Favorites

Link Text Wizard

Your data appears to be in a 'Delimited' format. If it isn't, choose the format that more correctly describes your data.

Delimited - Characters such as comma or tab separate each field
 Fixed Width - Fields are aligned in columns with spaces between each field

Sample data from file: C:\DOCUMENTS AND SETTINGS\RX77\DESKTOP\E1 TO E9999 WEED

1	"TITLE", "BARCODE", "RECORD # (ITEM) ", "COPY #", "VOL", "C
2	"The Lummi Indians of northwest Washington", "3100290
3	"Odyssey: journey through Black America, by Earl and
4	"Some information respecting America", "3100290020277
5	"Rebel boast: first at Bethel--last at Appomattox", "
6	"The United States, with an excursion into Mexico a



E1 to E9999 Weed List : Database (Access 2000 fil... [minimize] [maximize] [close]

Open Design New | X | [undo] [redo]

Objects

- Tables
- Queries
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- Modules

Groups

- Favorites

Link Text Wizard

What delimiter separates your fields? Select the appropriate delimiter and see how your text is affected in the preview below.

Choose the delimiter that separates your fields:

Tab
 Semicolon
 Comma
 Space
 Other:

First Row Contains Field Names Text Qualifier: [v]

TITLE

The Lummi Indians of northwest Washington

Odyssey: journey through Black America, by Earl and Mi

Some information respecting America

Rebel boast: first at Bethel--last at Appomattox

The United States, with an excursion into Mexico a ha

The republican court or, American society in the days



E1 to E9999 Weed List : Database (Access 2000 fil... [min] [max] [close]

Preview Design New | X | [undo] [redo]

Objects

- Tables
- Queries
- Forms
- Reports**
- Pages
- Macros
- Modules

Groups

- Favorites

Report Wizard

Which fields do you want on your report?
You can choose from more than one table or query.



Tables/Queries
Table: E1 to E9999 Weed List

Available Fields:		Selected Fields:
BARCODE	>	CALL #(BIBLIO)
	>>	TITLE
	<	COPY #
	<<	VOL
		RECORD #(ITEM)

Buttons: Cancel < Back Next > Finish



E1 to E9999 Weed List : Database (Access 2000 fil... [min] [max] [close]

Preview Design New | X | [print] [refresh]

Objects

- Tables
- Queries
- Forms
- Reports**
- Pages
- Macros
- Modules

Groups

- Favorites

Report Wizard

Do you want to add any grouping levels?

CALL #(BIBLIO)

TITLE

COPY #

VOL

RECORD #(ITEM)

BARCODE

>

<

Priority

↑

↓

CALL #(BIBLIO), TITLE, COPY #, VOL,
RECORD #(ITEM), BARCODE

Grouping Options ...

Cancel < Back **Next >** Finish



E1 to E9999 Weed List : Database (Access 2000 fil... [min] [max] [close]

Preview Design New | X | [min] [max] [close]

Objects

- Tables
- Queries
- Forms
- Reports**
- Pages
- Macros
- Modules

Groups

- Favorites

Report Wizard

What sort order do you want for your records?

You can sort records by up to four fields, in either ascending or descending order.

	1	2	3	4
A	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX
↓	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX
Z	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX
	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX
A	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX
↓	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX
Z	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX
	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX
A	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX
↓	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX
Z	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX
	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX

- CALL #(BIBLIO) [Ascending]
- [Ascending]
- [Ascending]
- [Ascending]

Cancel < Back Next > Finish



100%

Close

Setup



CALL #(BIBLIO)	TITLE	COPY #	VOL	RECORD #(ITEM)	BARCODE
E158 .S98 1972	King's handbook of the United	1	v.2	i11081624	310029001317355
E158 .T77 1998	Traveling Tocqueville's Ameri	1		i22848034	310029021242246
E159 .C73 1928	Roads to the revolution, with h	1		i20551393	310029019942234
E159 .D68 1969	The heritage of early American	1		i22789492	310029022686648
E159 .H22 1915	Quaint and historic forts of No	1		i21053650	310029020200300
E159 .I44 1974	Illustrated guide to the treasure	1		i22706069	310029022677890
E159 .N5 1965	American houses in history / A	1		i2187220x	310029021304376
E159.5 .N37 1976	Clues to America's past / prepa	1		i23148470	310029022462425
E161 .G6	Early American wooden ware	1		i11209719	310029002029593
E161 .L32 1939	Everyday things in American li	1	v.1	i2360976x	310029023837270
E161 .R285 1937	Of the earth earthy how our fa	1		i21748810	310029021388071
E161 .R29 1931	When antiques were young a s	1		i22398971	310029022206514
E162 .B972 1904	Burnaby's travels through Nort	1		i20524742	310029020418969
E162 .E15 1895	Colonialdames and good wife	1		i20551381	310029019942243
E162 .K56 1998	Itinerant observations in Ameri	1		i22564172	310029021230687
E163 .N35 1978	Into the wilderness / prepared b	1		i23181795	310029022519801
E163 .R71 1902	Romances of early America, b	1		i21078488	310029020200328
E164 .C77 1969	Some information respecting A	1		i10307722	310029002027791
E164 .F77 1997	Captain Watson's travels in A	1		i22245212	310029021469714
E164 .G87 1971	The republican court or, Amer	1		i10394424	310029002027853
E165 .A63 1975	A trip to the prairies and in the	1		i21892623	310029021298187

L #(BIBLIO) Times New Roman 8 **B** *I* U [List of icons]

1 2 3 4 5 6 7 8 9 10

Report Header

E1 to E9999 Weed List

Page Header

CALL #	TITLE	C#	VOLUME	RECORD #	BARCODE
--------	-------	----	--------	----------	---------

Detail

CALL #(BIBLIO)	TITLE	COPY	VOL	RECORD #	BARCODE
----------------	-------	------	-----	----------	---------

Page Footer

				="Page:" & [Page] & " of " & [Pages]	
--	--	--	--	--------------------------------------	--

Report Footer

Text Box: CALL #(BIBLIO)

CALL #(BIBLIO)

Format Data Event Other All

Name CALL #(BIBLIO)

Control Source CALL #(BIBLIO)

Format

Decimal Places Auto

Input Mask

Visible Yes

Vertical No

Hide Duplicates No

Can Grow No

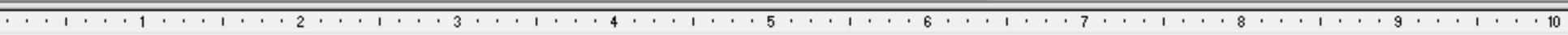
Can Shrink Yes

Running Sum No

Left n 0417"

E Times New Roman 9 **B** *I* U [List Icons]

[Save] [Print] [Copy] [Paste] [Undo] [Redo] [Find] [Home] [Mail] [Print] [Help]



Report Header

E1 to E9999 Weed List

Page Header

CALL #	TITLE	C#	VOLUME	RECORD #	BARCODE
--------	-------	----	--------	----------	---------

Detail

CALL #(BIBLIO)	TITLE	COPY	VOL	RECORD #(ITI)	BARCODE
----------------	-------	------	-----	---------------	---------

Page Footer

				="Page:" & [Page] & " of " & [Pages]	
--	--	--	--	--------------------------------------	--

Report Footer



100%

Close

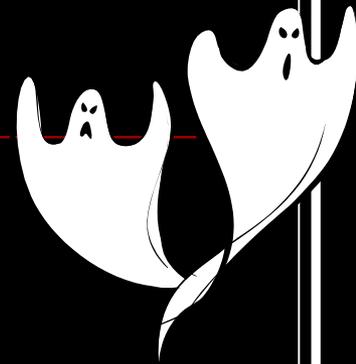
Setup



CALL #	TITLE	C #	VOLUME	RECORD #	BARCODE
E158 .S98 1972	King's handbook of the United States, 1896. First planned & edited by Moses King,	1	v.2	i11081624	310029001317355
E158 .T77 1998	Traveling Tocqueville's America : retracing the 17-state tour that inspired Alexis de	1		i22848034	310029021242246
E159 .C73 1928	Roads to the revolution, with here and there a byway to colonial days, by Sarah Co	1		i20551393	310029019942234
E159 .D68 1969	The heritage of early American houses / introduction by Vincent Price text by Joh	1		i22789492	310029022686648
E159 .H22 1915	Quaint and historic forts of North America, by John Martin Hammond ... with seve	1		i21053650	310029020200300
E159 .I44 1974	Illustrated guide to the treasures of America	1		i22706069	310029022677890
E159 .N5 1965	American houses in history / Arnold Nicholson	1		i2187220x	310029021304376
E159.5 .N37 1976	Clues to America's past / prepared by the Special Publications Division, National G	1		i23148470	310029022462425
E161 .G6	Early American wooden ware & other kitchen utensils, by Mary Earle Gould, fully i	1		i11209719	310029002029593
E161 .L32 1939	Everyday things in American life / by William Chauncy Langdon	1	v.1	i2360976x	310029023837270
E161 .R285 1937	Of the earth earthy how our fathers, dwelt upon and wooed the earth illustrated by	1		i21748810	310029021388071
E161 .R29 1931	When antiques were young a story of early American social customs, by Marion Ni	1		i22398971	310029022206514
E162 .B972 1904	Burnaby's travels through North America reprinted from the third edition of 1798,	1		i20524742	310029020418969
E162 .E15 1895	Colonial dames and good wives, written by Alice Morse Earle	1		i20551381	310029019942243
E162 .K56 1998	Itinerant observations in America / Edward Kimber edited by Kevin J. Hayes	1		i22564172	310029021230687
E163 .N35 1978	Into the wilderness / prepared by the Special Publications Division, National Geogr	1		i23181795	310029022519801
E163 .R71 1902	Romances of early America, by Edward Robins	1		i21078488	310029020200328
E164 .C77 1969	Some information respecting America	1		i10307722	310029002027791
E164 .F77 1997	Captain Watson's travels in America : the sketchbooks and diary of Joshua Rowley	1		i22245212	310029021469714
E164 .G87 1971	The republican court or, American society in the days of Washington	1		i10394424	310029002027853
E165 .A63 1975	A trip to the prairies and in the interior of North America, 1837-1838. travel notes,	1		i21892623	310029021298187

Our inventory process

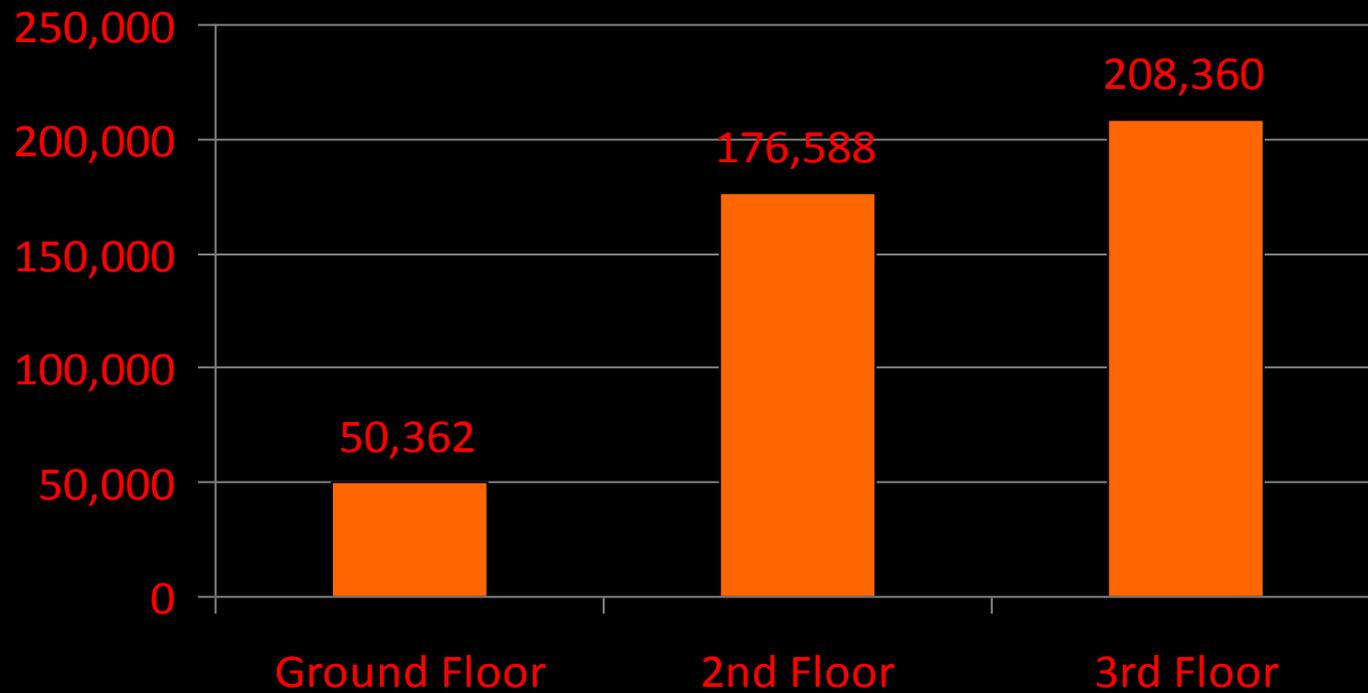
- Print a shelf-check list for the stacks to be inventoried that day only
- Check every book on the shelf against the list
- Verify that books are in correct order
- Pull books that do not appear on the list and/or do not belong in that section
- Perform a 2nd sweep to pull damaged books
- Update item records in the UA Libraries Catalog



Inventory stats I



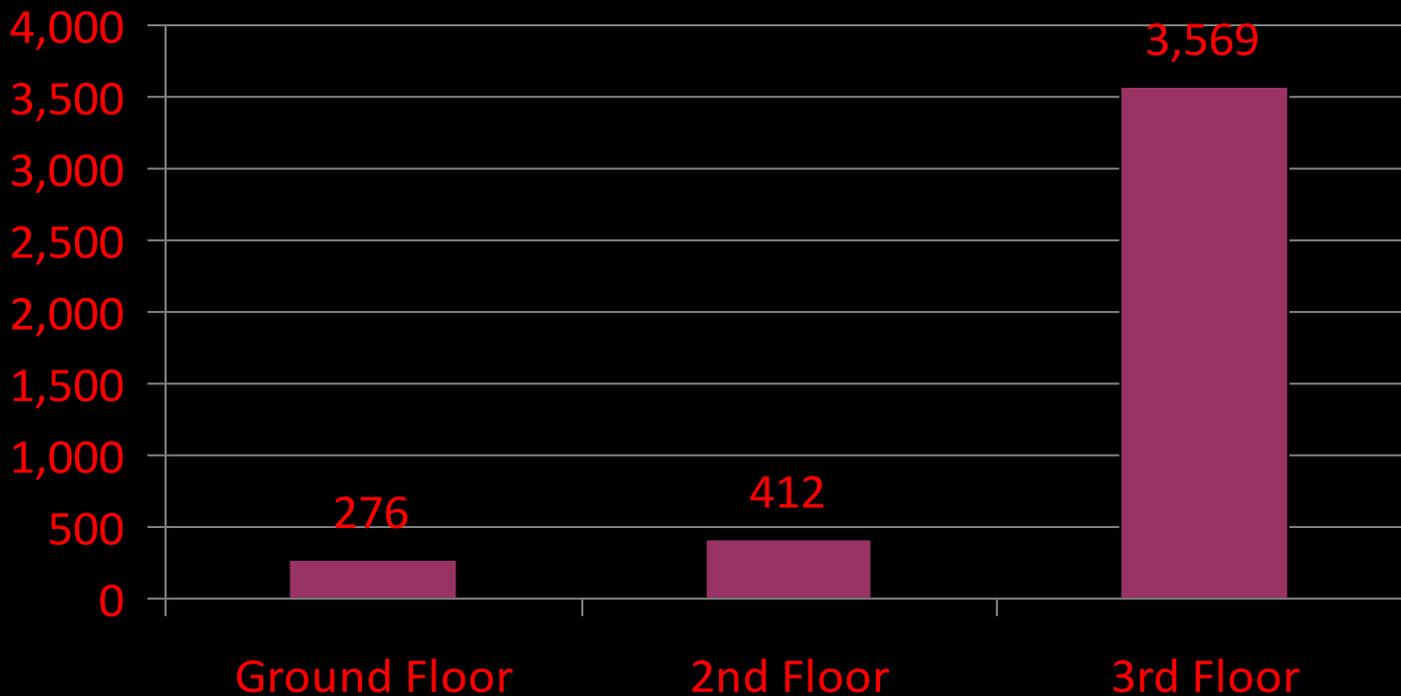
Total Books



Inventory stats II



Unlinked Books



Inventory Stats III

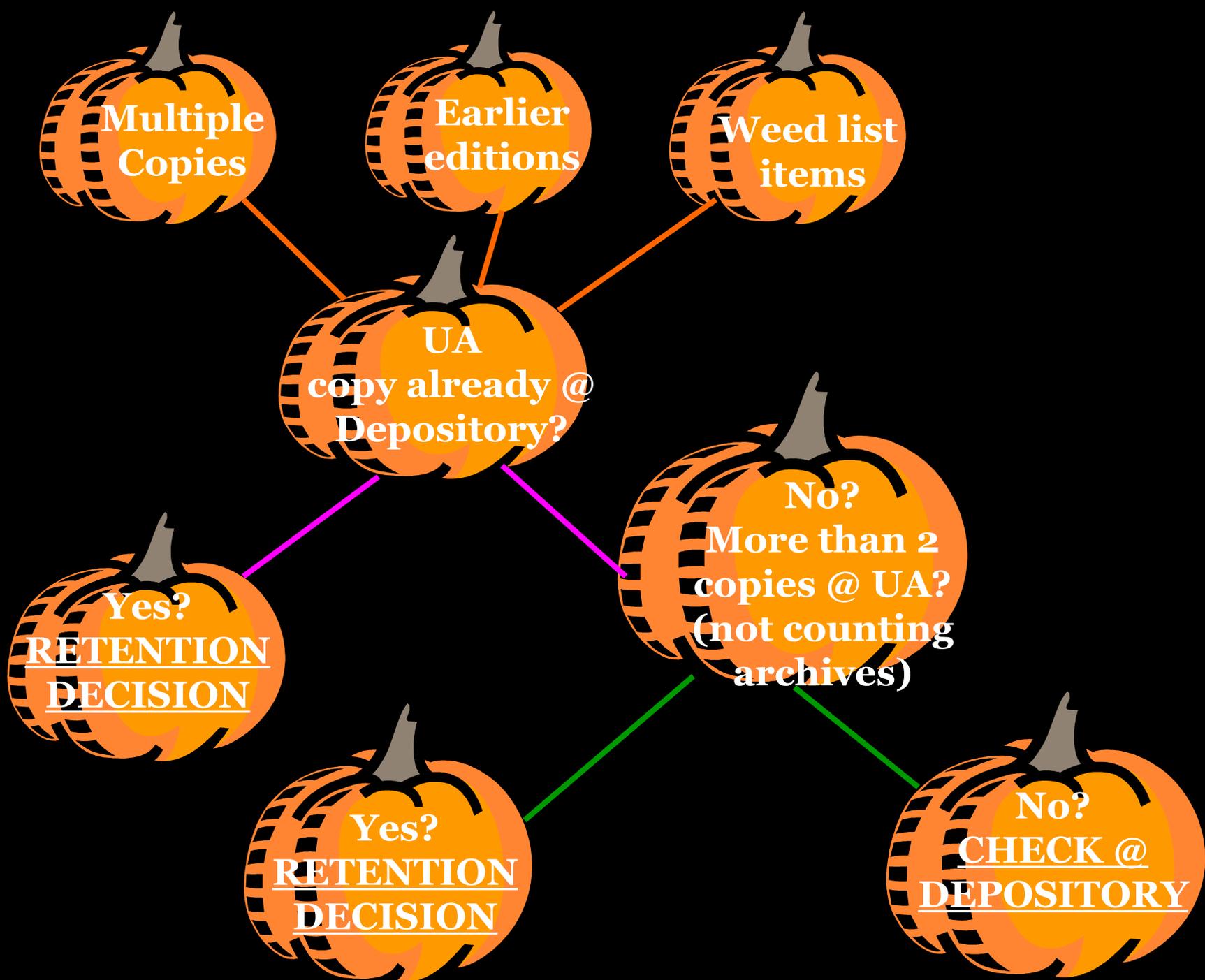


- As of 05/07 there were 439,948 circulating titles in Bierce Library (minus the music & curriculum collections)
- Over 4,000 books were sent to the bindery
- Nearly 1% of all books were unlinked (and hadn't moved from the shelf in at least 13 years!)

Pulling & Processing...

Our primary aim in weeding is to pare the number of copies of any unique title owned by The University of Akron down to two.

We will not contribute a 2nd copy of any book to the NE Regional Depository if a copy exists there already, regardless of owning institution.



Unlinked
Books

Check
for "floating"
bib record

No?
RETENTION
DECISION

Yes? Attach item
record & CHECK @
DEPOSITORY

CHECK @
DEPOSITORY

Has another contributing institution
beat us to it?

Yes?

RETENTION
DECISION

No?

READY TO BOX

RETENTION

DECISION

Verify the number of
Circulating copies in OhioLINK

5 or more copies:

DISCARD

4 or fewer copies:

SEND TO PETE

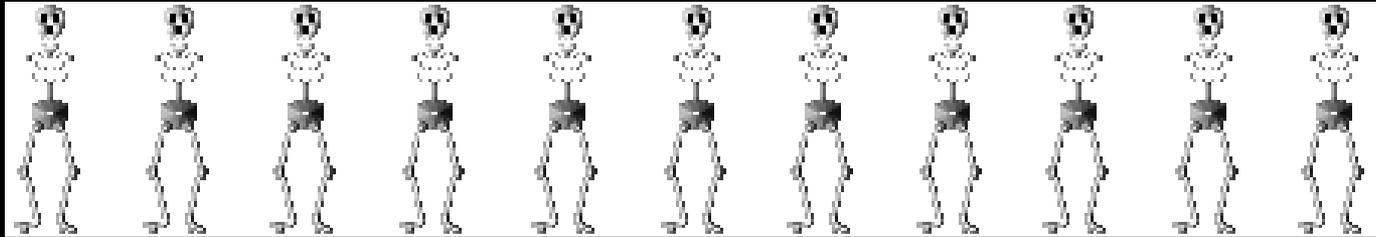
Send to Pete!

- If 4 or fewer circulating copies of any title exist in OhioLINK, then we send it to Pete Linberger, Head of Collection Management
- Pete evaluates whether an item is too rare, valuable, or significant to discard
- Pete then forwards unnecessary items to the Cataloging Department to be discarded

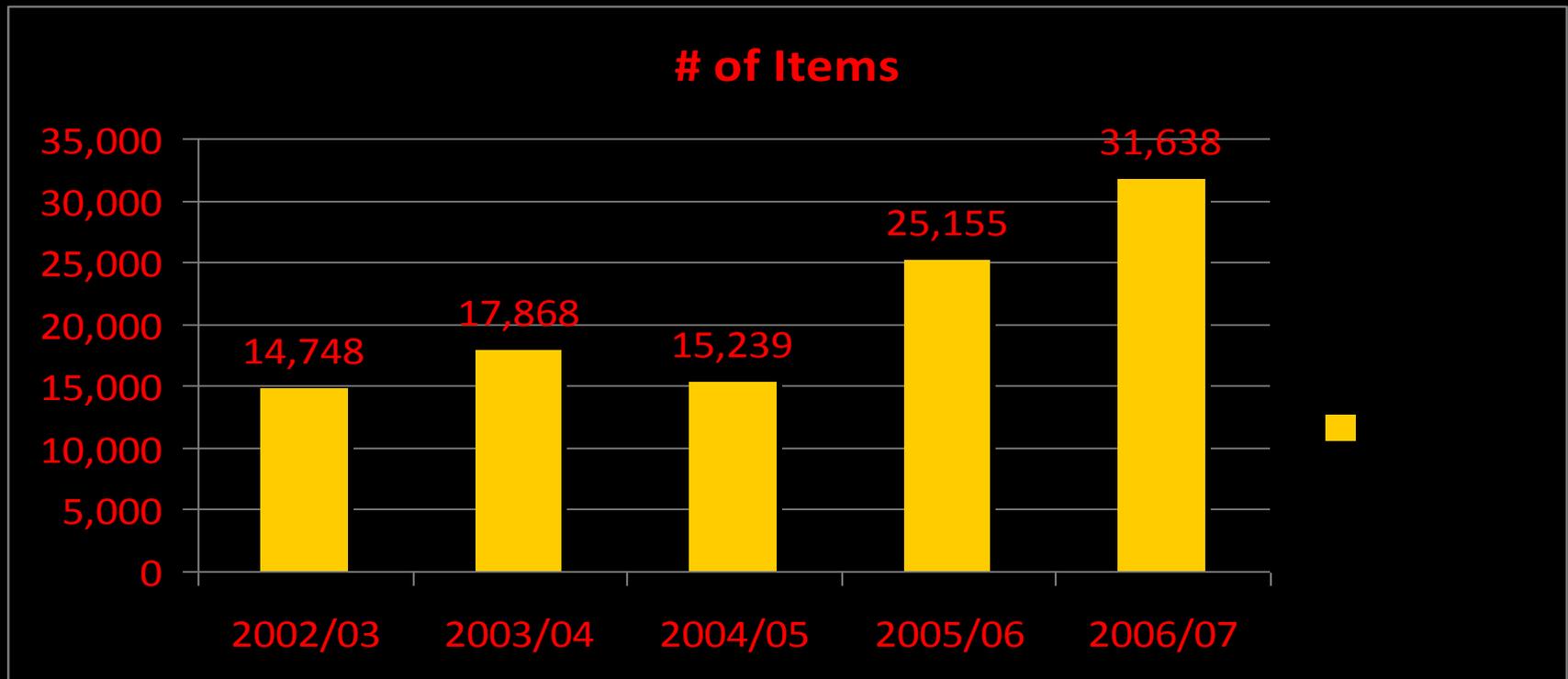


About the NE Ohio Regional Depository...

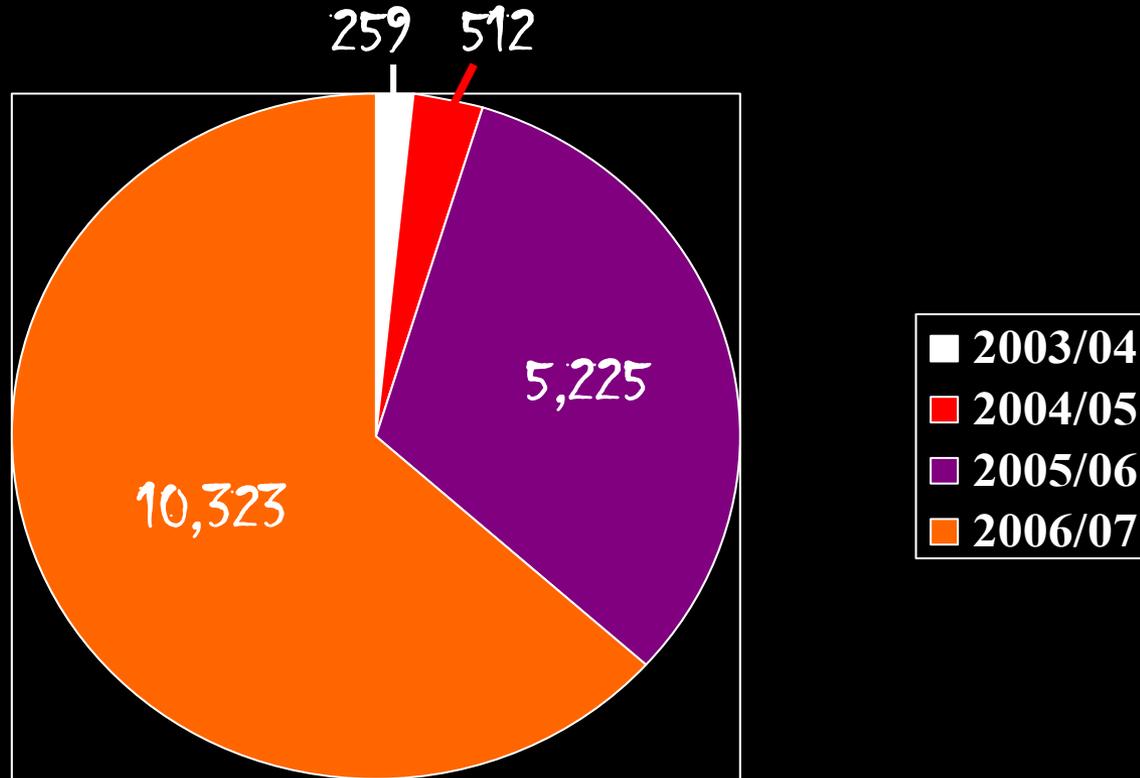
- We share our depository with KSU, CSU, YSU, and NEOUCOM
- It is imperative to limit duplication because the depository is already filled above 90% capacity



Depository stats



Bierce discard stats



Where do the discards go?



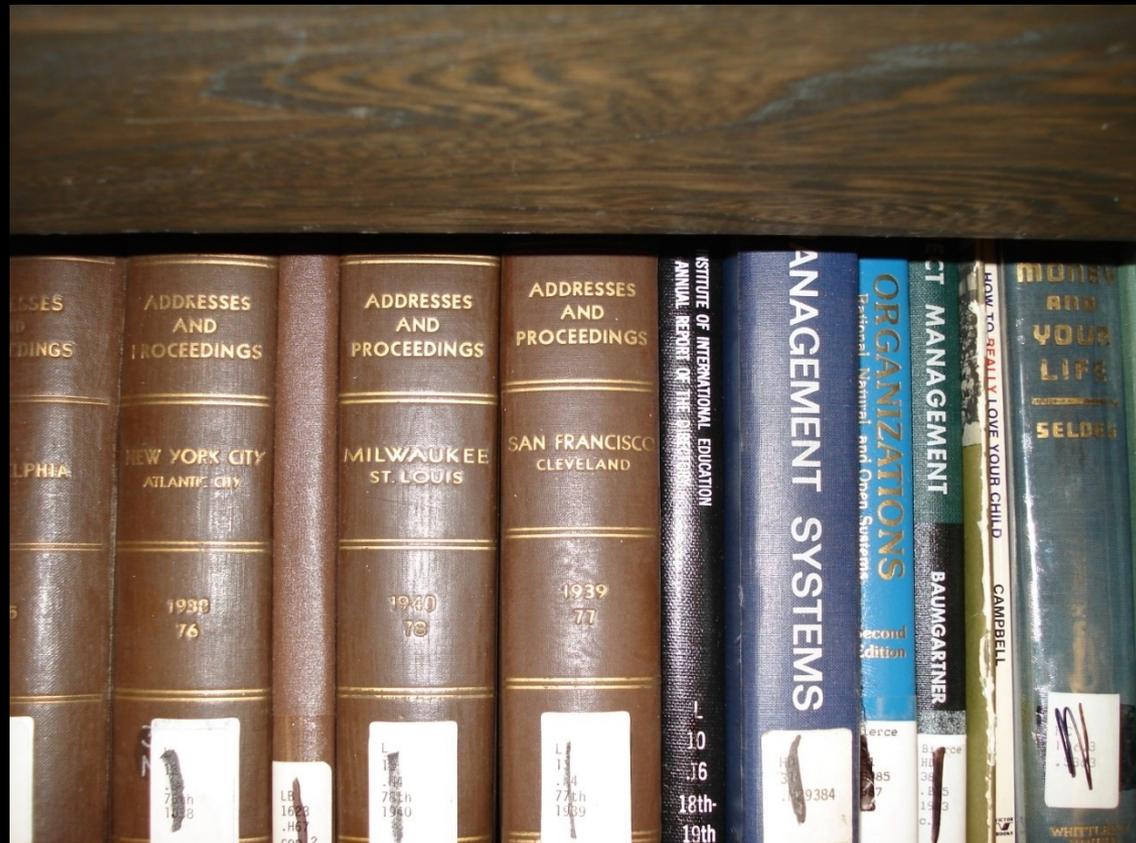
Once deleted from our catalog
and OCLC...



Where old books go to die!



Some scary titles...

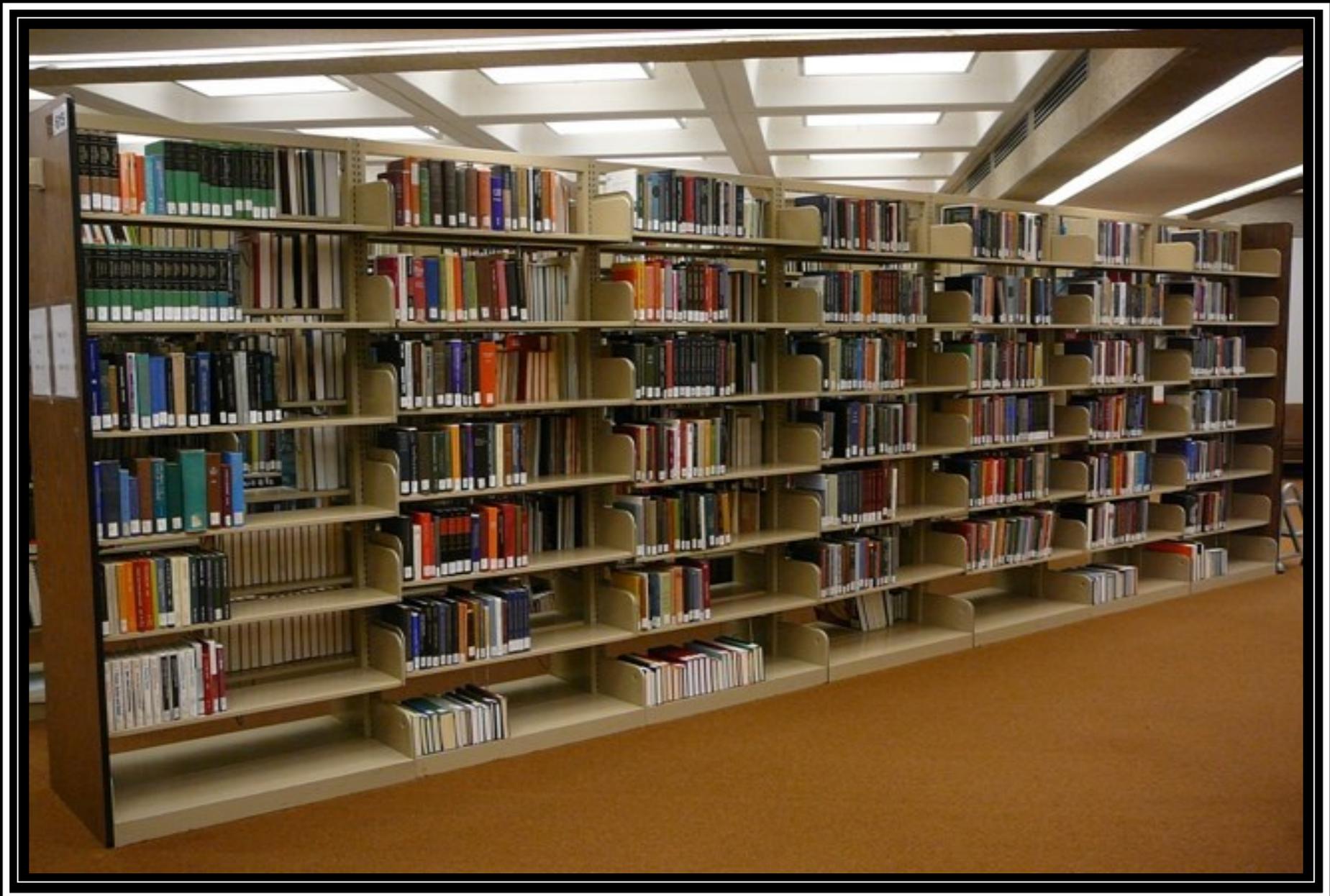


The results...









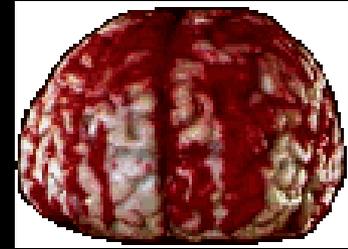


Words of wisdom...



- Conceptualize what you want to accomplish and “plot” your steps
- Grant staff ownership of a floor or section
- Make sure every pile or truck of books has a sign!!
- Realize that space is finite and it’s OK to let go

Parting thoughts...



- Be sure to run missing lists after each section is inventoried
- Weeding is most effective when routinely performed
 - E section
- Appreciate the benefits!
 - Your collection will look fantastic
 - The need for replacements or new titles becomes apparent
 - Your library catalog will be up-to-date

The End..?

