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- **Inaccurate/Outdated information**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 →

In the immortal words of The Doors, “The time to hesitate is through.”
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 circing 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

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<th>JANUARY</th>
<th>Adult Fiction</th>
<th>Picturebooks</th>
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<tr>
<td>YA Fiction</td>
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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
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?

Materials Disposal Guidelines

*Is the item...*

- Newspapers? Magazines – Weeded AND Donated?
  - Conditional Weeding? Conditional Donations? ARCs?
  - Any Weeded Adult Fiction?
  - CDs, DVDs and Cases
  - Any Donation in good condition? Weeded Adult Nonfiction, Children’s, YA, Media, Large Print, Languages?

**To:** CEN/Disposal
**From:**
Conditional Weeding; Conditional Donations

**To:** CEN/Book Sorters
**From:**
Weeded Adults

**Priority**
ALL DVDs/DISCS in 2000s or newer
ALN: MEDIA, Music, Media, 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

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<tr>
<th>Branch</th>
<th>Floating Limit</th>
<th>Percent full</th>
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<tbody>
<tr>
<td>ATH</td>
<td>919</td>
<td>81%</td>
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<tr>
<td>BAR</td>
<td>735</td>
<td>90%</td>
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<td>BDY</td>
<td>291</td>
<td>100%</td>
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<tr>
<td>BYL</td>
<td>1593</td>
<td>83%</td>
</tr>
<tr>
<td>BCL</td>
<td>457</td>
<td>83%</td>
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Other resources--Help is out there!

Request a visit from CDO
CM Buddies: cmbuddies@denverlibrary.org
CMTeam cmteam@denverlibrary.org
CDO colldev@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
“Changing the collection changed everything.”
- Cecilia Hem Lee, Byers
Rearranging Sam Gary
Navigating to Documents

Staffweb page
Drive folder