Guidelines for Weeding University Libraries Collections

Recommended May 12, 2009 by the Collection Development Committee
Approved May 13, 2009 by Julia Zimmerman, Dean of University Libraries

Policy Statement: Project Approval and Project Management

- Decisions pertaining to relocation or withdrawal projects will be submitted to the Collection Development Committee. The Collection Development Committee will make the final recommendation to the Dean of the University Libraries.

- Decisions related to individual items that are being considered for withdrawal or relocation will be made by consulting with librarians who work with the collections or may have an interest in receiving items. Final decision making authority rests with the Associate Director for Collection Development who will make appropriate actions based on the criteria approved by the Collection Development Committee and Dean of Libraries. The ruling principle is that the project’s priority is to help the University Libraries maximize efficiencies in its effort to fulfill the library’s mission to the University Community.

- Standard Technical Services withdrawal and relocation procedures apply for materials impacted by the project. The Associate Director for Technical Services is responsible for these activities.

1. Relevant Collections

- Materials that do not support basic and in-depth study in the arts, business, education, humanities, visual and performing arts, behavioral and social sciences, sciences and engineering are candidates for withdrawal.

- Discipline specific material that is dated or does not represent current practice will be considered for withdrawal if it does not contain historically relevant material for the library’s collection.
2. Preference for Electronic Access
   - Electronic publications are preferred when the content is equivalent to print
   - Exceptions will be made for print items that are considered rare or valuable
   - Electronic material that is available with permanent archival rights is preferred over annual subscription access

3. Reduce duplication
   - When electronic content is duplicated in a print version that the library holds, the print version can be considered for withdrawal
   - When multiple print titles have similar subject area coverage, one or more titles can be considered for withdrawal as long as the best example is retained (example: encyclopedias)
   - Print materials that are available in aggregated electronic databases via annual subscription will be considered for withdrawal
   - In most cases, electronic publications will not be duplicated in the print collections. NetLibrary e-books are currently an exception
   - In a few cases, key resources may be duplicated in the collections at other FSU library locations but in general, highly specialized materials available at one campus library will not be duplicated in other collections
   - Evaluation of microform materials will be included when duplicate formats of the same material exists

Criteria for Weeding Consideration (by format)

Print Journals
   - If available electronically when equivalent to print
   - No abstracting and indexing access
   - Irrelevant to current curricular and research interests of the university. Material will be reviewed in a timely manner by librarians who are familiar with the curriculum and institutional research
Does not represent current medical practice. Content will be reviewed by College of Medicine Library

Research/readership level inappropriate to a research university

If a journal title is withdrawn, previous and continuing titles will also be evaluated for withdrawal using the established criteria

Print Reference Materials

- In some instances a second copy will be retained but in most instance a single copy will be adequate for the collection
- Subject area, date range and geographic coverage will be considered when there are overlapping resources (examples: encyclopedias, dictionaries)
- With bibliographies, when the individual entries are recorded in standard bibliographic utilities such as OCLC and library OPACs, this equates to duplication of content

Monographs

- Non-scholarly or non-research level publications will not be retained
- Circulation data will be obtained for each title. Depending on the project, the benchmark for withdrawal consideration will be that an item has not circulated within a 5-10 year period. The OPAC union view for CSUL institutions will be searched for each title. If FSU is the only library holding a copy, the copy will be given special consideration for being retained
- OCLC will be checked for each title to determine the number of libraries holding the item. Titles with wide availability (50+) will be considered for withdrawal
- Considerations for Special Collections review
  - Heavily illustrated material, including maps and colored plates
  - Published before 1870
  - Signed by author/illustrator
  - Scarce availability (no other holdings in Florida, less than 20 copies in OCLC union list)
**Decision making Authority**

- Using the established criteria, librarians will identify materials for withdrawal consideration.
- Once a manageable number of titles is identified and researched, the information is submitted to the Associate Director for Collection Development for final approval.

**Disposition of Withdrawn Material**

- Once final approval has been granted the material will be removed from shelving and will be withdrawn from the library's online catalog.
- If the material has no scholarly or monetary value, the material is recycled.
- If a copy or copies of the material exists at other Florida institutions but still has value, the material will be offered to the library's third party book reseller where the item will be consigned.
- If a copy does not exist at other Florida institutions, the material will be boxed, labeled, and sent to the FHP storage facility for eventual transfer to the statewide shared storage facility in Gainesville.
- Until the shared storage facility comes online, materials will be offered to CSUL institutions and to CRL.
- Collections Access will be notified in a timely manner when their assistance is needed.
Weeding Project Proposal: Creating Space for Tibetan Books

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Approximately 8000 volumes of Tibetan pecha (some already shelved in RS2 on one continuous row but most are still in boxes and also housed in RS2) need to be organized before the material can be cataloged. Since the pecha are mostly in long narrow boxes, they must be shelved through both sides of double-sided shelving units. This will require the emptying of 6 additional double-sided rows of shelving in RS2. Once the materials are sorted and cataloged, they will be permanently shelved on the same shelving. To create this much space, a massive weeding and relocation project must take place immediately so that the materials can be organized during the summer in preparation for cataloging to begin in the fall. At this point the plan is to weed by format, relocate by format and to shift materials to create the necessary space.

Weeding and Relocation Priorities (in priority order)

1. **Journals**
   - Start weeding RS2 according to journal weeding criteria
   - Move to RS1 and weed according to criteria
   - Weeded journal titles from RS 1 &2 that appear in other locations will eventually be withdrawn as well but have a lower priority for this project

2. **Monographs**
   - Return to RS2 and weed book collection according to monographic weeding criteria
   - Move to RS1 and weed against criteria

3. **Relocation**
   - As needed transfer journals and monographic materials from RS2 to RS1 to create the necessary empty shelving units in RS2
4. **Final Shift**
   - Consolidate the materials on the shelving units toward the south wall of RS 2 to free the shelving units on the north end of the building for the Tibetan books.
   - If the space created in RS2 is still inadequate to hold the Tibetan books, additional shifts of monographic and serial materials will be considered as needed. Such transfers could be temporary or permanent.