



Managing Library Collections

Kymerlee Powe- Children and YA Consultant
CT State Library- Division of Library Development



Who am I?



- Kym (She/her)
- Almost 18 years in libraries
- Reader
- Daughter
- Sister
- Crocheter
- 2024 Read to Grow Literary Champion
- 2023 Library Journal Mover and Shaker



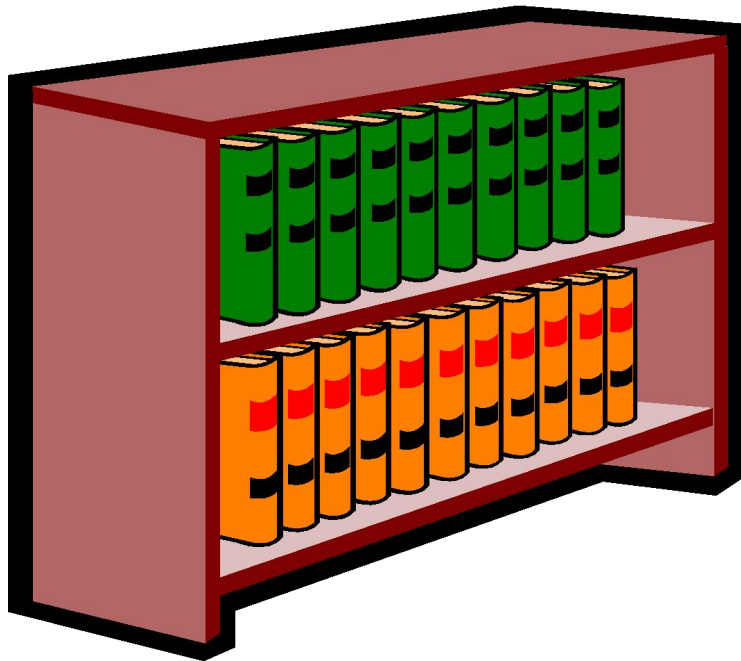


WEEDING IN THE GARDEN OF GOOD AND EVIL

Less is More



This:



Not This!:

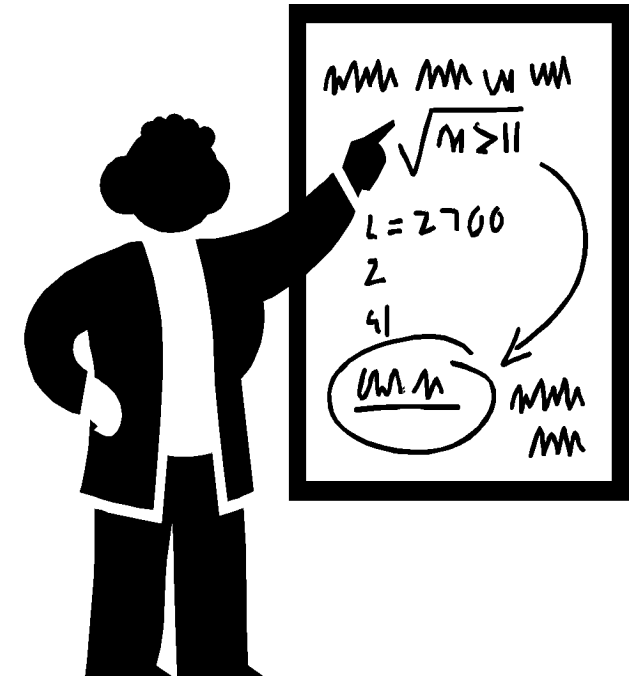


Unfortunately...



There is no she-fire, fail-safe formula for weeding!

- It is essential to:
 - Have a well thought out collection development policy which addresses weeding
 - Be well informed
 - Be familiar with books, authors, and other library material



In addition...



- You need to:
 - Be familiar with the library's long-range plan and goals for the collection
 - Know community needs and interests of library users
 - Take all of this into account as you weed



Why Weed?



- Weeding is an integral part of collection management- we balance what is acquired with what needs discarding.
- Identify gaps in collection
- Systematic removal of materials no longer useful is essential to maintaining the quality of your collection.



Why Weed? Continued



- Weeding is not the irresponsible disposal of the library's property but rather a part of the public service to borrowers, that of maintaining the best possible collection for the community.



Benefits of Weeding



- Save space
- Save time
- Make the collection more appealing
- Increase circulation
- Enhance your library's reputation for reliability and currency
- Keep up with collection needs
- Constant insight on collection strengths and weaknesses



Your Weeding Policy



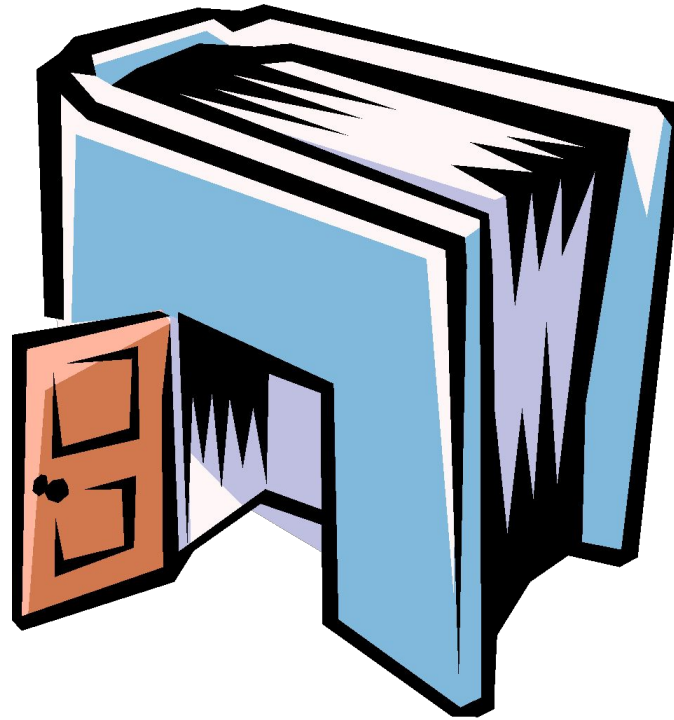
- Should:
 - Be part of your materials selection policy
- Address:
 - Reasons for/ issues involved in weeding
 - Criteria used
 - Disposal of weeded material



Criteria for Weeding



- Contents
- Format
- Use



Criteria for weeding- Contents



- Contents
 - Out of date materials that is misleading or factually inaccurate
 - May have been superseded by a new edition or a better book on the subject
 - Outdated best sellers as well as books which have outlived their popularity

Criteria for Weeding- Format



- Format
 - Pages that are badly soiled, torn or missing
 - Binding may be in poor condition, beyond repair
 - Print or paper may be of poor quality so that it is difficult to read
 - Books that may have been “edited” by patrons



Criteria for Weeding- Use



- Use (Circulation)
 - Check publication date; approximately 50% of the circulation of a title occurs in the first 5 years after acquisition
 - Check the last circulation date; consider weeding items which have not circulated in 3 to 5 years

C.R.E.W



- Continuous
- Review
- Evaluation
- Weeding



M.U.S.T.I.E



- **M**isleading and/or inaccurate
- **U**gly worn beyond mending or binding
- **S**uperseded by newer or better work
- **T**rivial, of no literary or scientific merit
- **I**rrelevant to needs and interests of your community
- **E**lsewhere, information may be obtained more easily through ILL or in other sources

The C.R.E.W Method



- As you look at subject areas you see AGE/CIRC/MUSTIE
 - For example:
 - 610 (Medicine) 5/3/MUSTIE
 - 004 (Computers) 3/X/MUSTIE
 - Guidelines for specific areas are included
 - Materials on fast changing fields of research, such as infectious diseases, artificial intelligence, green technologies 2/X/MUSTIE

New C.R.E.W. Method



- Subject areas now include suggestions for collection development as well as weeding
- The text explaining the criteria has been enhanced
- Although some information is specific to Texas, most of it is right on the money
- An overview chart at the back gives easy access to the formulas (p.105)
- A great bibliography and list of resources



THE WEEDING PROCESS



When?



- Set priorities and schedule times for weeding
- Possibly when the library is closed
- Shelf read prior to weeding
- In conjunction with inventory
- Take it in small doses
- Throughout the year
- Before renovation/construction



Who?



- Everyone on the staff (Friends and trustees, too) should understand the importance and purpose of weeding
- Work with a buddy
- Check with experts like Healthnet or law librarians
- Ultimately, the person responsible for collection development makes the final decision about what to weed
- Develop guidelines for support staff and volunteers to follow when shelving

Supplies You Will Need



- Circulation records
- Book truck
- Weeding (CREW) manual
- Extra scrap cards, pencil/pen
 - To make notes of subject areas you want to replace or order new
- Weeding slips
- Computer/tablet



Weeding Slip



Weeding Slip

WITHDRAW

M **MISLEADING**

- Outdated or obsolete
- Factually inaccurate

U **UGLY**

- Worn beyond repair
- Dirty, shabby, warped, moldy, marked up, mutilated, or has yellowed or missing pages
- Pictures and/or format outdated for today's children (black & white, poor quality reproduction, grainy, etc.)

S **SUPERSEDED**

- Newer edition available

T **TRIVIAL**

- No literary merit (not "classic")
- No scientific merit

I **IRRELEVANT**

- Has not circulated in _____ years
- No longer a "hot topic"
- Duplicate copies no longer needed

E **ELSEWHERE**

- More updated information can easily be found online

REPAIR

REPLACE?

- With something else on this subject
- With a newer edition of this same book
- With the same book

OTHER (Notes)

<i>Weed for publication date:</i>	<i>Weed for no circ:</i>
3 years - YA Fiction	2 years - J Fiction, YA Fiction
5 years - Etiquette, 030s, 320s, 330s, 360s, 500s, 610s, 630s, 640s, 649s, 770s, 910s	3 years - Picture Books, Biographies, 020s, 133s, 200s, 320s, 330s, 370s, 400s, 510s, 550s, 570s, 580s, 610s, 630s, 635s, 640s, 649s, 670s, 745s, 770s, 790s, 910s
10 years - Folklore, Customs, Personal Travel Narratives, . 010s, 020s, 200s, 340s, 350s, 370s, 400s, 510s, 570s, 580s, 635s, 670s, 790s	
15 years - 133s	

How?



- ❑ Handle each item
- ❑ Check each item for:
 - Date of publication
 - Last circulation
 - # of circs
 - Condition
 - Format
- ❑ Consider
 - Key information which might have changed recently
 - Accuracy
 - Whether item is included in standard catalogs
 - Other copies in consortium

How?



- For each item removed:
 - Insert Weeding slip and mark with decision
 - Remove from catalog
 - Stamp “Withdrawn” or “Discard”
 - Dispose of according to your policy



Disposal



- ❑ **Sell it** – Friends or Library book sale, online as well as in person, consignments
- ❑ **Give it away** – Assisted living, prisons, international, free cart
- ❑ **Recycle it** – Check for a recycler in your area, or *do book art programs in your library*
- ❑ **Destroy it** – in a way that your ownership isn't obvious





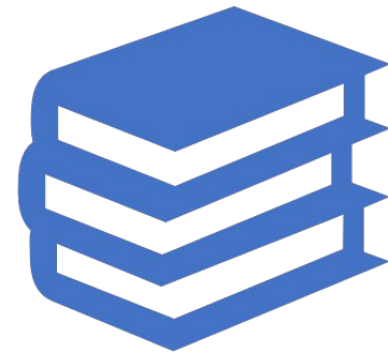
HOW TO PERFORM AN AUDIT

What is a Diversity Audit



An inventory of the demographics and cultures present in your collection.

It is a snapshot in time of your collection and meant to be a tool for growth and collection planning.



The Process



- Establish Criteria
- Research each title for predetermined representation
- Count it
- Math it
- Apply data in meaningful ways

What you'll need



- Shelf list
- [Audit form \(paper or digital\)](#)
- Computer
- Data (regional/ state/ national)
- Informational presentation method
- HELP

Export data



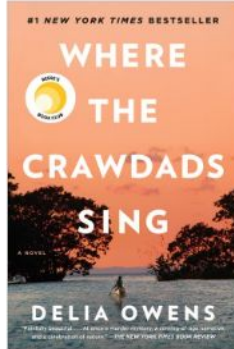
Barcode	Lifecycle	Publication Date	Num of Loans (In House + Not In House)	Author	Title	Subjects	ISBN
100173438	Active	[2018]	0	Abawi, Atia, author.	A land of permanent goodbyes /	IS (Organization)--Juvenile fiction.; IS (Organization); IS (Organization)--Fiction.; Refugees--Juvenile fiction.; Bombings--Juvenile fiction.; Muslims--Juvenile fiction.; Families--Syria--Juvenile fiction.; Syria--Juvenile fiction.; YOUNG ADULT FICTION--People & Places--Middle East.; YOUNG ADULT FICTION--Religious--Muslim.; YOUNG ADULT FICTION--Social Themes--Violence.; Refugees--Fiction.; Bombings.; Families.; Muslims.; Refugees; Syria.; Bombings--Fiction.; Muslims--Fiction.; Refugees--fiction.; Family life--Syria--Fiction.; Syria--Fiction.; Fiction.; Juvenile works.; Suspense fiction; Thrillers (Fiction); Novels.	0399546839; 978039959780399546846; 039950525516018; 97805255
100143616	Active	2007.	2	Abadzis, Nick.	Laika	Dogs--Soviet Union--Comic books, strips, etc.--Juvenile fiction.; Sputnik satellites--Comic books, strips, etc.--Juvenile fiction.; Space race--Soviet Union--Comic books, strips, etc.--Juvenile fiction.; Graphic novels.; Comics (Graphic works)	9781596431010; 159649781596433021; 15964
						Sexual abuse--Fiction ; Cane God (Mass)--Fiction ; Best friends--	

Find information



- Book jacket
- Wikipedia
- Goodreads
 - Shelves
 - Ctrl + F and keyword
- Google
 - Find author website (author bio)
 - Find publisher website
- NovelList Plus- **My favorite!!**

NovelList Plus



Popularity: ★★★★★



★★★★★

157702 reviews

Where the crawdads sing (Aug 2018)

Author: [Owens, Delia](#)

Adult Fiction

Description: Viewed with suspicion in the aftermath of a tragedy, a beautiful hermit who has survived for years in a marsh becomes targeted by unthinkable forces.

Book Appeal Terms: [Definition of Appeal Terms](#)

Genre: Adult books for young adults; Book club best bets; Coming-of-age stories; Debut title; Literary fiction; Page to screen

Themes: Green reads

Character: Quirky; Sympathetic

Storyline: Character-driven

Pace: Leisurely paced

Tone: Atmospheric; Romantic

Media Mentions:

NPR: All Things Considered (Jul 2022); CBC Radio (Canada): The Next Chapter (Jul 2021); CBC Radio (Canada): q with Tom Power (Aug 2019); ABC: Strahan & Sara (Apr 2019); CBS: Sunday Morning (Mar 2019)

Lexile: 880 Accelerated Reader: IL: UG, BL: 5.9, AR Pts: 16

Persistent link to this record (Permalink):

<https://search.ebscohost.com/login.aspx?direct=true&db=neh&tg=UI&an=10685203&site=novp-live>



Popularity: ★★★★★



★★★★★

48437 reviews

The vanishing half (Jun 2020)

Author: [Bennett, Brit](#)

Adult Fiction 

Description: Twin sisters, inseparable as children, ultimately choose to live in two very different worlds, one black and one white.

Book Appeal Terms: [Definition of Appeal Terms](#)

Genre: African American fiction; Book club best bets; Historical fiction; Literary fiction

Themes: Facing racism

Character: Complex; Culturally diverse

Storyline: Character-driven; Own voices

Writing Style: Engaging; Stylistically complex

Media Mentions:

CBC Radio (Canada): Writers & Company (Nov 2020); NPR: All Things Considered (Jun 2020); NPR: Fresh Air (Jun 2020); Book Club: Belletrist (Emma Roberts and Karah Preiss) (Jun 2020); Book Club: Good Morning America (Jun 2020)

Persistent link to this record (Permalink):

<https://search.ebscohost.com/login.aspx?direct=true&db=neh&tg=UI&an=10882260&site=novp-live>

NovelList Plus Author



Author:
Kelly, Erin Entrada

[Ages 0-8](#) [Ages 9-12](#) [Nonfiction](#) [Fiction](#)

Description:

Two-time Newbery Award winner **Erin Entrada Kelly** is a Filipino American author of fiction for older kids and tweens. With gentle insight and quirky humor, **Kelly's** quiet and thoughtful books tackle both common and unusual or fantastical experiences. While her inclusive casts of characters may go through tough times, they eventually find friendship, confidence, or reassurance, leaving readers with a sense of hope. Start with: *The First State of Being*.

Genre: Realistic fiction; Fantasy fiction; Historical fiction; Fairy tale and folklore-inspired fiction; Science fiction; Humorous stories

Identities: Asian; Deaf or hard of hearing

Storyline: Own voices; Multiple perspectives

Characterization: Sympathetic characters

Mood: Suspenseful; Hopeful

Style: Character-driven

Persistent link to this record (Permalink):

<https://search.ebscohost.com/login.aspx?direct=true&db=neh&AN=1163585&site=novp-live>

[Books](#) [Audiobooks](#) [Series](#) **[More about this Author](#)**

Author Identity:

Female
United States, North America
Asian

Genre:

[Realistic fiction](#)
[Fantasy fiction](#)
[Historical fiction](#)
[Fairy tale and folklore-inspired fiction](#)
[Science fiction](#)
[Humorous stories](#)

Identities:

[Asian](#)
[Deaf or hard of hearing](#)

Storyline:

[Own voices](#)
[Multiple perspectives](#)



NONFICTION

Nonfiction



- It's mostly the same
- Weed your nonfiction collection
- Start small
 - Biographies
 - Customs and Folklore- 390
 - The arts- 700
 - Literature- 800
 - History and Geography- 900
 - Who's in your collection and who wrote the books



COUNT IT AND MATH IT

A note about math



- 76.3% white alone
- 18.5% Hispanic or Latin
- 13.4% black alone
- 8.6% with disability under 65yrs old
- 5.9% Asian
- 4.5% LGBT Source- [UCLS school of Law Williams Institute](#)
- 2.8% two or more races
- 1.3% Indigenous/ Alaska native
- .2% Native Hawaiian/ pacific islander

2025 Suggested Reading List



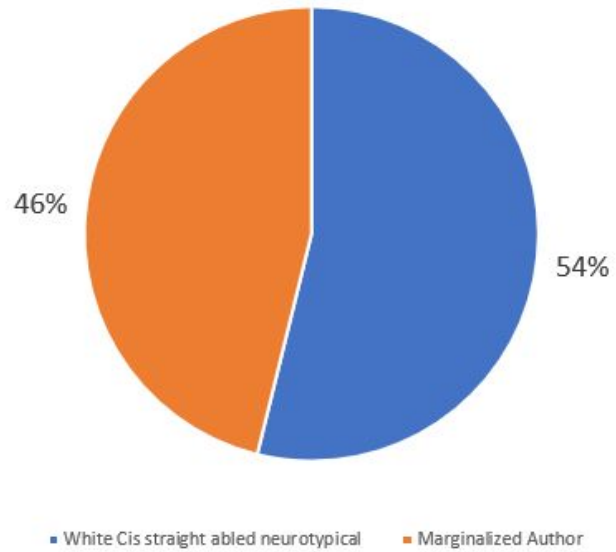
LEVEL UP AT YOUR LIBRARY



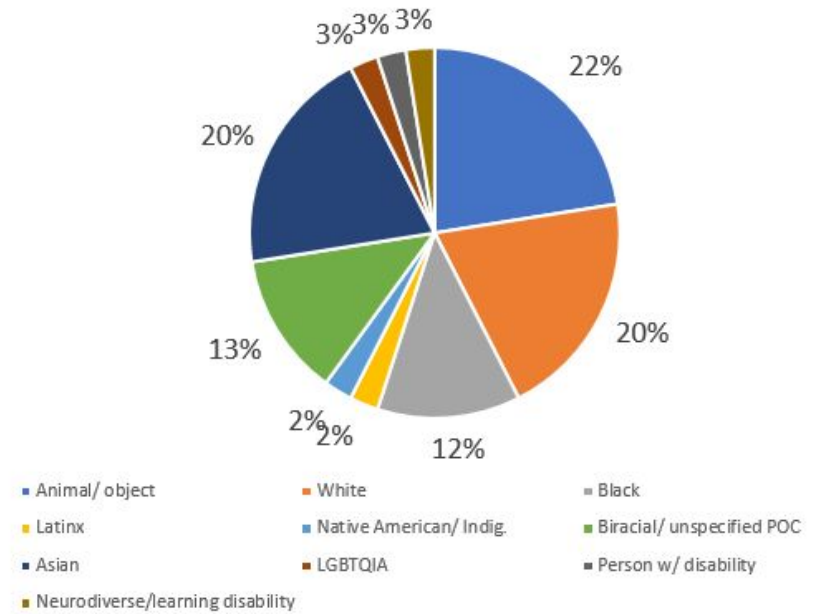
When you're done



Authors



Book Rep.





APPLY IN MEANINGFUL WAYS

What to do with the data



- [Write a collection evaluation or report](#)
- Identify how the current collection fits (or doesn't) with the library's strategic plan
- Identify holes in the collection
- Fill holes in the collection
- Use the data to explain purchasing decisions



THERE'S NO TIME.

Types of Audits



- Random selection
 - Every 8th book
 - Every 10th book
 - Every (inset number here) book/shelf
- Audit Lists
 - Book lists
 - B&T
 - Follet
 - Ingram
 - Overdrive
- Collection Analysis
 - Collection HQ
 - Diverse Book Finder
 - Mackin Collection Analysis
 - Teaching Books



Don't let a fear of perfection keep you from action.

DO YOUR BEST.



PROGRAMMING