

Repurposing Space through Weeding Periodicals: Insights and Practical Advice

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Background

- Periodical Projects
 - Cancellation of periodicals
 - Record retention decisions of print titles in records
 - Updating periodicals holdings
 - Binding, barcoding & item record creation of bound volumes
- Relocation of periodicals
- Renovation of the main floor
 - Collaborative work spaces
 - Mobile Whiteboards
 - 3D Printing Studio

Laying the Groundwork

- Master list of print holdings
- Selector's Review list
- Project Parameters
- Time Table
- Identifying project staff and the creation of a work plan
- Item Creation Training
- Weeding List
- Moving Titles list
- Tracking Progress

Master List of Print Holdings

Titles	Bib Record #	Print Holdings	Online Access
AIMS	14465450	Vol. XVI (2) Sept 2001 -Vol. XXV (1) Fall 2010	No online access
Alcohol Drugs and Driving	12909671	Vol.1 (1) Oct 1985 - Vol.10 (1) March 1994	No online access
Alcohol health and research world	1317060	Vol. 14 (1) 1990 - Vol. 22 (4) 1998	Yes
Aldrichimica Acta	12708227	Vol. 14 (1 1981) - Vol. 26 (3) 1993	No online access
American Annals of the Deaf	13125308	Vol. 149 (1)2004 - current	Yes
American Anthropologist	1312531x	Vol. 103 2001 - current	Yes
American Art	13667129	Vol. 5 1991 - Vol. 11 1997	Yes
American Art Journal	15280950	Vol. 21 (4)1989 - Vol. 25, 1993	Yes
American Artist	13125345	Vol. 44 , 1980 - Vol 51, 1987	Yes

Selector's Review Sheet

Title (Selector- AG)	Loose Issues	Print Holdings	Decision	SS Notes
Aggressive Behavior	Vol. 30, 2004 - current	Vol. 30, 2004 - Vol. 37, Jan 2011	Discard	
American Journal of Family Therapy	Vol. 31,2003 - current	Vol. 7 1979- current	retain pre 1993	
American Journal of Psychiatry	Vol. 162, 2005- V.169, 2012	Vol. 162 2005-	Retain current year only	
American Journal of Psychology	Vol. 117 (4) 2004- Vol. 121 (4) 2008	Vol. 117 (4) 2004- Vol. 121 (4) 2008	Retain current year only	
American Journal of Psychotherapy	Vol. 50, 1996 - current	Vol. 34 1980- Vol. 64 (4) 2010	Retain current year only	
American Psychologist	Vol. 63 2008 - Vol. 65 2010		Discard	
Attention, Perception and Psychophysics	Vol. 71 ('09) - V.74, 2012	Vol. 71 ('09) - V.74, 2012	Discard	
Behavior Modification	V.17, 1983 & V.28.			

Project Tracking

Tasks	Assigned to the Unit/Individual	Timeline	Status	Notes
Selector's Review List	ILL/Periodicals - SS	June 6th, 2014	Not all received	EB titles need to be reviewed again
Weeding	ILL/Periodicals - SS & Students	June 6th, 2014	In progress	
Binding	ILL/Periodicals - SS	June 6th, 2014	In progress	
Periodical Retention Decisions	ILL/Periodicals - SS	June 6th, 2014	In progress	
Updating Periodical Holdings	ILL/Periodicals - SS	June 6th, 2014	In progress	
Current Periodicals Shifting	ILL/Periodicals - SS & Students	August 24th, 2014	Completed	
Barcoding and Labeling of Bound volumes only	Cataloging- AC	Sept 30th, 2014	In progress	
Item Creation/	Acquisitions/ ILL & Periodicals -			

Item Creation Staff Worksheet

Titles (Selector- LW)	Bib Record #	Retention Decision	Barcode	Item Record	Total Volumes/ Initials
ABNF Journal	13671558	Current 2 yrs in Racks			
Advanced Practice Nursing Quarterly	13987173	Retain, Vol. 1 1995 - Vol. 3, 1998	DH	DH	DH/3
Advances in Nursing Science	12795896	Vol. 1 1978 - Vol. 33, 4 2010 - Current	DH	DH	DH/31
Alcohol health and research world	1317060	Discard all			
American Journal of Clinical Nutrition	13125801	Vol. 18, 1966-current			DH/126
American Journal of Health Promotion	13679491	Vol. 6, 1992-1993-current			DS/26
American Journal of Hospice & Palliative Care	14451724	Vol.17(4) July 2000- Vol.21(1), 2004			CT/7

Retention and Weeding Criteria

- Subject Area Title Review
- Available Elsewhere
- JSTOR
- Local or State History
- Mold /Damaged/ Large gaps
- No PDF
- Online Access & Alternate Formats
- Outdated Information
- Usage Statistics
- Work of Historical Significance

Challenges

- Staffing
- Short Timeline
- Short Staffed
- Project Staff vacation
- Book carts
- Managing regular departmental work
- Semester End and Finals
- Completing projects before moving date
- Shelf space

It is all about Communication

- Weekly Meetings with Administration
- Meetings with Selectors
- Project Team meetings
- Making clear Deadlines
- Signage for patrons and University Announcements
- Unit communication

Moving Plan & Checklist - 1

- Current and proposed space configuration
- Remove all the weeded titles
- Shelve back all periodicals
- Shelf reading
- Secure the loose issues to be retained
- Prepare a moving schedule
- Make a list of shifting supplies
- Measure the space needed for shelving the current collection(count current and new shelves)

Moving Plan & Check List - 2

- Calculate shelves according to the growth space
- Make copies of moving master list for the moving team
- Create a shifting team and designate the shift supervisor
- Train the moving team
- If the library is open, notify campus with interim servicing plan
- Other Logistics

Statistics

Titles /Volumes #	Decisions
1510 titles	Reviewed
540 Titles	Retain – Short term (Embargo /JSTOR)
45 Titles	To be reviewed again
14, 731 physical volumes	Retained
6,606 volumes (estimated)	To bind

Yahoo – Finished Moving



Next Step

- Complete periodicals projects on hold
- Reorganization of current periodicals and restart in-house usage statistics
- Servicing of collection moved
 - Bound Periodicals request
 - Document Delivery service

Practical Advice/Tips - 1

- Create a Comprehensive Plan
- Check Policies
- Create a check List
- Have Reasonable goals
- Determine your space
- Involve Everyone
- Identify partners & determine Workflow
- Work with the Library subject Liaisons closely
- Best time to Weed & Move

Practical Advice/Tips - 2

- Communication, Communication and Communication
- Save all communication and Selectors decisions
- Collaborate with Teaching Faculty for more informed decisions.
- Check Interdisciplinary titles
- Encourage selectors to take a hard look at Art and Science titles.
- Have a Plan B
- Do a postmortem of the project
- Continuous Review, Evaluation and Weed year- round

Questions to Consider before Weeding & Shifting

- Do you have an updated weeding policy?
- What are the usage statistics of each journal for last 10 years ?
- How do you plan to consult the faculty ?
- How large is your storage facility ?
- Do you have enough staff for moving ?
- What variables to consider for de-accessioning print journals ?
- What about the servicing of the collection in storage ?
- How do you plan to manage other pressing areas of work during this labor intensive and time sensitive project ?
- What to do with weeded volumes (Rebind/Mend/Donate/ Replace or discard) ?

My Two Cents

- Maintaining collection in a limited space is hard. Rather than waiting to respond for some crisis, make weeding as a part of regular duties.
- Weeding requires a lot of patience, perseverance, some diplomacy, attention to details and efficiency at all levels. Don't rush and seek help from your colleagues.

Questions/More Information

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