ALA 2010: Cataloging for Weeding & Retention

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Basic information: NMU
- 4 year undergraduate with some Masters
- Approximately 9500 students
- Four colleges –
  - College of Arts & Sciences
  - College of Professional Studies
  - College of Business
  - Division of Academic Information Services
- One library with 734,003 items
One library with 734,003 items
80 – 20 rule
Statistically true for entire collection.
So, approximately 587,203 not used
By 2015, reduce the main print book collection housed on the third floor by 50%. Considerations include:

- Retaining sufficient collections to ensure that Interlibrary Loan and MeLCat lending are not jeopardized.
- Preserving significant collections: Holocaust and collections of local significance.
- Maintaining core discipline-centered collections.
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- *What to weed? What to keep?*
- Zero-use items
  - Check outs: circ history Fall 1991 to date
  - Browses: since migration in April 2001
  - ILL: handled through circulation so counted
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- **What to weed? What to keep?**
- Zero-use items
- Classics
  - Books for College Libraries (BCL)
    - 1st, 2nd, and 3rd editions in print
    - Each edition stands on its own, does not replicate earlier ed.
  - Resources for College Libraries (RCL)
What to weed? What to keep?

- Zero-use items
- Classics
- Unique titles
  - NMU imprints
  - NMU Faculty publications
  - WorldCat
    - How many within Michigan hold?
    - Four or more = not unique
What to weed? What to keep?

- Zero-use items
- Classics
- Unique titles
- Duplication of content
  - Compare print to databases
    - ArtStor vs. Museum Collections
    - Available as an eBook
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- **Process:**
  - Using the zero-use list
  - Pull information from ILS (Voyager)
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- Zero-use Report using Microsoft Access
  - Get item ID and barcode from location, never charged and browsed less than 2
  - For each item grab title, pub date, author, etc
  - Grab info on chron, enum, etc
  - Normalize the call number sort
  - Add info on items currently checked out
Zero Use Report: The Microsoft Access Queries that Produce the Report

SELECT ITEM.ITEM_ID, LOCATION.LOCATION_CODE, ITEM.HISTORICAL_CHARGES, ITEM.HISTORICAL_BROWSES, ITEM_BARCODE.ITEM_BARCODE INTO [NMU Zero Use Items 1]
FROM (ITEM INNER JOIN LOCATION ON ITEM.PERM_LOCATION = LOCATION.LOCATION_ID) INNER JOIN ITEM_BARCODE ON ITEM.ITEM_ID = ITEM_BARCODE.ITEM_ID
WHERE ((LOCATION.LLOCATION_CODE = "nstacks") AND ((ITEM.HISTORICAL_CHARGES) = "0") AND ((ITEM.HISTORICAL_BROWSES) < "2"))

SELECT [NMU Zero Use Items 1].ITEM_ID, [NMU Zero Use Items 1].LOCATION_CODE, [NMU Zero Use Items 1].HISTORICAL_CHARGES, [NMU Zero Use Items 1].HISTORICAL_BROWSES, BIB_ITEM.BIB_ID, BIB_TEXT.TITLE_BRIEF, BIB_ITEM.ADD_DATE, BIB_TEXT.PUBLISHER_DATE, BIB_TEXT.PUB_PLACE, BIB_TEXT.PUBLISHER, BIB_TEXT.AUTHOR, BIB_TEXT.ISBN, BIB.GetText.ISSN INTO [NMU Zero Use Items 2]
FROM [NMU Zero Use Items 1] INNER JOIN (BIB_ITEM INNER JOIN BIB_TEXT ON BIB_ITEM.BIB_ID = BIB_TEXT.BIB_ID) ON [NMU Zero Use Items 1].ITEM_ID = BIB_ITEM.ITEM_ID

ORDER BY [NMU Zero Use Items 4].NORMALIZED_CALL_NO

### ALA 2010: Cataloging for Weeding & Retention

<table>
<thead>
<tr>
<th>NORMALIZED_CALL_NO</th>
<th>ITEM_ID</th>
<th>MFHD_ID</th>
<th>BIB_ID</th>
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Weeding from the Zero-Use List

**Liaison**

- Zero-Use List
  - Select
  - Shelf list to pull

**Circ/Tech Services Students**

- Kathy G to assign student
  - Pull
    - Check call number
    - Check BCL & RCL
    - Check WorldCat
  - Delete record
    - Stamp “Discard”
  - Add 852\[x note
  - Add ToC/other
  - Pack
    - To Circ for reshelfing
    - BWB
    - Recycling
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- Print List
- Pull from shelves
- Check: RCL, BCL, WorldCat
- Give to Librarian
- Keep : notes (852 |x, ToC, access pts.)
- Reject:
  - Remove from local system (Voyager)
  - Remove from OCLC
  - Stamp – BWB or Recycle
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- *What to do with rejects?*
  - MacroExpress
  - Voyager – delete item, mfhd, bib records
What to do with rejects?

- MacroExpress
  - Voyager – delete item, mfhd, bib records
  - OCLC – remove symbol
What to do with rejects?

- MacroExpress
- Divide discards
  - Recycling
  - Better World Books
What to do with keepers?

Notes

852 |x staff side only notes

BCL or RCL

WorldCat

Liaison decisions
NOTES: The standard format will be

852 |x <reason for keeping> <liaisons’ initials> <date note is added to record>

Example: 852 |x BCL3 kec 3-10-10

This would mean that on March 10, 2010 Krista Clumpner decided to keep this item because it was listed in Books for College Libraries 3rd edition.
<table>
<thead>
<tr>
<th>Call Number</th>
<th>MFHD BIB ID</th>
<th>Brief Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>N 5300 .F48 1963</td>
<td>422855 411857</td>
<td>Arts and ideas.</td>
</tr>
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</table>

BCL1 10-19-09 kec
Other examples of 852 x Notes:
- Only have, 12/21/09 kec
- BCL1 12/21/09 kec
- Keep- not in ARTstor 6/5/09 kec
- Only MI lib 10-19-09 kec
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- **What to do with keepers?**
  - Notes
    - 852 |x staff side only notes
  - Table of Contents added
    - Both to local record and OCLC record
    - Example: Michelangelo / Charles De Tolnay
What to do with keepers?

Notes

- 852 |x staff side only notes
- Table of Contents added
  - Both to local record and OCLC record
- Example: Michelangelo / Charles De Tolnay
- Keyword Search
What to do with keepers?

Notes

- 852 |x staff side only notes
- Table of Contents added
- Additional subject access
  - Local record only
  - Example: *Group of Seven and Tom Thomson / Anne Newlands*

- Added headings for each artist in the Group
What to do with keepers?

Notes

852 |x staff side only notes
- Table of Contents added
- Additional subject access
- Mending, call number repair
- Back to shelf
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- By 2015, reduce the main print book collection housed on the third floor by 50%.
- Art & Design = 5,944
- Zero Use Total = 1,974
- Weeded = 1,296 (21.8%)
Art & Design

- Zero Use Total = 1,974
- Weeded – 1,296
- 66%
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852 Notes

- For future weeding – know why kept
- Determine what might go into storage

Example:
- Not used locally
- Kept because less than 4 in Michigan
- May want to move to storage
Use of BCLs
  - Relevant?
    - Example:
      - What % of BCL do we have in the collection?
      - What % of BCL titles are used?