

Blake Library Weeding Procedure Spring, 2006

1. Define section of library in most need of weeding.
2. Create list of records in Millennium using range of LC numbers and limit to location chosen for weeding.
3. Export fields to Excel spreadsheet.
 - a. Call # (Item)
 - b. Title
 - c. Author
 - d. Total Checkout
 - e. Last Checkin
 - f. Last Checkout date
 - g. Note (Item)
 - h. Subject
 - i. In-house count
 - j. Created date
4. Sort file by Total Checkout.
5. Separate 0 count into new worksheets in sections.
6. Sort by Created Date.
7. Remove titles from list cataloged within the last five years.
8. Resort by Call Number.
9. Print spreadsheet.
10. Search Ursus for each title (Workstudy)
 - a. FK only owns title, mark to KEEP.
 - b. FK and only one other URSUS library owns, mark to KEEP.
 - c. Two or more URSUS libraries own, mark for DISCARD.
11. Pull titles marked for DISCARD to place on cart (Workstudy).
12. Librarian reviews titles on DISCARD cart and makes final decision.
13. Discarded titles go to cataloging for record deletion and preparation to discard.
14. List of discarded items sent to various listservs and/or through e-mail
15. Unwanted titles are left on carts for patrons to remove free