LSM Weeding Project Procedure

An introduction…

Books must be weeded from the LSM shelves to generate space for growth. Gracemary has created a report for the selectors sorted by call number. The selectors are given a printout which includes bibliographic, holdings and use information. They use this to determine the fate of each book. Since the selectors are responsible for retention decisions for all of the New Brunswick libraries, they will be making decisions effecting LSM and all other NBL copies of each title. Access Services personnel has taken these printouts and pulled batches of these books. They will be brought into the DTS office by the batch on a truck. The books have been charged to the LSM Weed patron. This gives each book the current location of WITHDRAWN. This shadows the book in the IRIS system to avoid recalls. Our job is to process them to send them on their way.

*Notes in italics in this procedure are from Jill Nathanson, our faculty coordinator.*

**Gather it together and organize it**

1. Books are pulled from the shelves and placed on trucks by matching them up to the printout you are working with. Keeping them in call number order will make your job easier. Books with decisions transferring them to other libraries or withdrawing them will be handled by the coordinator.

2. The coordinator goes through the cart with the report, and pulls and processes **LSM withdrawals, LSM non-Annex transfers, and LSM relocations** and any branch withdrawals, transfers and relocations. The coordinator will perform the online work, and create an excel list for the remote sites. These lists are sent periodically to the branches for necessary action.

3. Also, at this time, missing and checked out items have circulation notes entered starting with the term LOCALMAINT; and appropriate instructions entered.

**Withdrawals**

4. Withdrawal steps:
   a. Search the book by title in Workflows.
   b. After confirming that the record matches the book in hand, charge the book to the BATCHWITH patron, unless it is a last copy. If it is a last copy, consult with faculty coordinator because it may be an exception to the ANNEX rule. If it’s not, place it on the truck to be transferred to the Annex.
   c. If the report has a note to offer the book to another library, email the information, and give one week for response. If you have requests for any material, pull and transfer it online. Be sure to put in a 928 transfer note. *(e.g. 928 ||DANA||aTransferred from LSM 04/2004 MT)* Be sure to send the boxes to a specific person, i.e. Iliana Bernal in
Dana. Discharge the books after the transfer process, or use the Check item status wizard to put them into IN-TRANSIT to the receiving library.

d. If you do not have any requests for the material, withdraw the item, and send to the withdrawn shelf unless the material is a last copy. The WD process will be done by charging the material to BATCHWITH.

e. Items withdrawn at this time should be put on the withdrawn shelves so the faculty coordinator can choose what will go to BWB, and what should be sent to the book sale.

f. If you notice any copies with generic barcodes, (e.g. 495001-2001) or a status of GEACLOST, they should be checked for on the shelves. It is likely that the items with system generated barcodes never existed. GEACLOST have been missing and/or billed for so long, that they are a lost cause. GEACLOST copies be charged to BATCHWITH.

Branch Withdrawals

g. Charge the material to BATCHWITH in order to shadow the item. Send the list of books to be pulled and withdrawn from other libraries to the appropriate contact people via email (see list below). Send a WD list periodically. The branch people should pack up these books and send to the appropriate hub to be screened for BWB or the book sale.

5. Check for last copy information

a. In the Item Search and Display function search the book by title in IRIS. If another record is found matching this book at a Rutgers library see the notes below. If there is another copy on the same record, it can be withdrawn, since it’s not really a last copy.

b. If another record is found matching this book at another library, Follow Jill’s assumptions dealing with the other copy

- When duplicate records are found for an LSM book being sent to the Annex (Note: always check condition so that the book in the best condition is kept):
  - If the duplicate record is for Kilmer, withdraw the Kilmer copy.
  - If the duplicate record is for Annex, Alexander, Chang, Douglass, Chemistry, or Physics return the book to Jill to be reviewed with the selector.
  - If the duplicate record is for Math, transfer the LSM copy to the Annex and withdraw the Math copy.
  - Alcohol Studies Library is not considered an NBL library when considering whether items can be transferred to the library.

c. If no other record or copy is found matching this book, then it is a last copy. Follow the next steps for dealing with this issue:

1) If a book is a textbook, it can be withdrawn, even if it is a last copy—**BUT** be sure to ask the selector for an opinion before withdrawing a textbook—some textbooks should be retained, and we can’t know which are of academic or historical value.

   - *The Annex does not accept textbooks, however, definitions of textbooks can be confusing. If a book being sent to the Annex gives all appearances of being a textbook, return it to Jill to be reviewed with the selector.*

2) If a book is a nonfiction book that is replaced by an updated edition, it can be withdrawn, even if it is a last copy. **Check with the selector before removing last copies of old editions; it may be necessary to keep older editions for historical purposes.**
3) If a book is in terrible condition, or a danger to other books in the Annex (e.g. mildewed or sticky), it must be withdrawn.

- **No books going to the Annex should be repaired, they should be placed on the shelf "as is" tying them up if necessary. If the book cannot in any way be considered usable, it may then be discarded, even if it is the last copy.**

4) Verified last copies that do not fit into the categories in 1. through 3. above should be transferred to the Annex. Enter a 928 note, change the Library to Annex, and put the book with the other Annex transfers.

6. Any last copy that can be withdrawn and has been cataloged should be charged to the BATCHWITH patron, so that the cataloging record can be removed from our utilities (RLIN and OCLC). A sure way to know that a book has been cataloged is that there is a date in the Date Cataloged field in the control tab of the record.

**Non-Annex transfers from LSM**

7. The coordinator will pull all transfers from group. Transfer online. Put the 928 field into the record (e.g. |lDANA|aTransferred from LSM 4/2004 MT). Discharge the book or check status to place it into IN-TRANSIT, set aside for further processing and shipping to the owning libraries. Books going to the science branches or DANA should be labeled at the Science hub according to regular procedure. Books going to humanities branches should be sent to the Humanities hub for relabeling. Be careful about transferring any book with multiple copies. Be sure to change ONLY the correct copy.

**Non-Annex Transfers from other libraries**

8. If you are transferring a book from one library to another (e.g. Kilmer to Alexander) the coordinator will perform the transfer online, and then ask the branch personnel to send the book to the proper hub for relabeling.

**Relocations**

9. Relocate into different sublocations any item as ordered by the selector. Discharge material and send to processing for relabeling.

**Annex Transfers**

10. In Item Search and Display, be sure to search by title any book that is being transferred to the Annex. Type in the title as it is listed on the title page.

   a. If a matching book is already at the Annex, (this INCLUDES reprints) or if there is another copy in a New Brunswick library, do not transfer the book to the Annex, but add it to the Withdrawal workflow. Duplicate books can show up as item lines on the same record, or as books on duplicate records. Both cases must be dealt with. If you find another book with the same title, author, and pagination (within 10 pages), but different publishers, be sure to question it. It may be necessary to look at both books simultaneously to see if the book is the same. Any time this happens, discuss it
with the project coordinator or the faculty liaison. Do not send duplicate copies to the Annex. They want only one copy. If there are multiple copies, withdraw the duplicates. Annex wants ONLY ONE!

- If a record shows a book already in the Annex, the selector must either withdraw all non-Annex copies or withdraw the Annex copy.
- A reprint is considered the same as the original book for Annex purposes, if one is being sent to the Annex, the other must be withdrawn.
- The same book distributed through different publishers is considered the same book for Annex purposes.
- If a selector made an error and attempted to send a book to the Annex when other copies remain in NBL, send the list to Jill for correction.
- Multiple editions of the same book may be sent to the Annex, although if it is an update of factual material, the prior editions do not need to be retained. The Selector needs to decide if multiple editions have scholarly value.
- No government documents should be transferred out of LSM without permission from Ellen Calhoun [Note: sometimes these records include the statement “for sale by the Superintendent of Documents.”]
- Questions that cannot be answered within Collection Services are given to Jill for review with the selectors.
- When duplicate records are found for an LSM book being sent to the Annex (Note: always check condition so that the book in the best condition is kept):
  - If the duplicate record is for Kilmer, withdraw the Kilmer copy.
  - If the duplicate record is for Annex, Alexander, Chang, Douglass, Chemistry, or Physics return the book to Jill to be reviewed with the selector.
  - If the duplicate record is for Math, transfer the LSM copy to the Annex and withdraw the Math copy.
  - Alcohol Studies Library is not considered an NBL library when considering whether items can be transferred to the library.

b. Sometimes a selector will tell us to WD the other copies, and transfer LSM’s copy to the Annex. In that case, delete the other copy from IRIS immediately using standard withdrawal procedures, and contact the library personnel by email to pull and send the books to the appropriate hub to be sorted for BWB. Notify the branch personnel by creating email. A listing of the contacts for the pulling of these books is at the end of this document.

c. If a book is not fully cataloged (i.e. No size info, no subject tracings, no 600 fields), it can still go to the Annex; but before sending it, enter a 500 field NBINV.

d. If you are sending over volume(s) of a serial, be sure to delete appropriate 930s, Marc Holdings or 599s for LSM. Then print out a copy of the red book and send it folded inside the book with the note “Marc Holdings needed” on the top of the printout.

e. Annex physical standards-- Annex is willing to take any book sent that is capable of standing up on the shelf without falling apart, and not icky (i.e. mildewed or covered in sticky stuff). Anything that falls apart must be tied before sending.
f. Annex books all have the material type and home location as STACKS, regardless of size or material. If the book was originally FOLIO or REF, it must be changed to reflect that.
   - *All items going to the Annex are to be considered circulating.*

g. After changing the library to the Annex, discharge the book from the LSMWEED user, or use the Check Item Status function. All books going to ANNEX should have a current location of IN-TRANSIT when they go into the bin.

In short, Annex books must be unique to NBL, not textbooks, not reprints, fully cataloged (or a 500 NBINV note entered) and in good enough condition for light usage.

**Ship it out!**

11. Ship the batch out all at the same time. Keep all multiple volumes of the same title together. Put the books onto a truck and move the truck to the For Review area. After being reviewed by select staff, they will be packed into bins overlaid by the new Annex shipping labels. They will include the batch file name, your initials, number of boxes, and the date completed. Write Done on the decision printout you’ve completed, and put it into the Done box at the rear of the office.

**Be sure to count!**

10. Be sure to count all your work. Include in your statistics the number of books withdrawn from other libraries as part of the process, as well as the number sent to the Annex. Get credit for your hard work!

**Criteria on condition of book for offering**

A: Not brittle. Item has little or no damage. Boards are intact, spine has little or no wear. The item can sit on the shelf as is; minor repair may be helpful but not necessary.
B: Not brittle, but damaged. Boards may be detached, spine may be hanging or otherwise damaged. Repair or rebinding is necessary to put the item on the shelf.
C: Brittle with little or no damage. Boards are intact and the spine has little or no wear. The item can sit on the shelf as is but minor repair may be helpful though not required. The endsheet may be cracked, or a few pages may be loose.
D: Brittle but damaged. Boards are loose or detached, spine damaged or needs to be replaced. A box is necessary for the item to sit on the shelf.

Annex is willing to take any book sent that is capable of standing up on the shelf without falling apart, and not icky (i.e. mildewed or covered in sticky stuff). Anything that falls apart must be tied before sending.
Last copy policy

The last copy of a title is not withdrawn from the Rutgers University Libraries collection, except in cases noted below. Last copies will be housed in the appropriate research collection or in the library annex. After review by the appropriate selector, textbooks, superseded editions of non-fiction, material in unusable condition and not worth preserving, and e-resources with inactive URLs may be withdrawn from the online catalog and the collection.

Primary contacts for pulling books from other libraries for LSM Weeding Project:
(These are the people you will be sending the pull and withdraw lists to)

| Alexander   | Susan Brower | email sbrower@rci.rutgers.edu |
| CC          | Yasu Denda   | email ydenda@rci.rutgers.edu  |
| Annex       | Dean Meister | email meister@rci.rutgers.edu |
| CC          | Jazmine Faherty | email jfaherty@rci.rutgers.edu |
| Chang       | Bill Lynch   | email wilynch@rci.rutgers.edu |
| Chemistry   | Mike Mansouri| email mansouri@rci.rutgers.edu |
| Douglass    | Bill Lynch   | email wilynch@rci.rutgers.edu |
| Kilmer      | Barry Lipinski | email bvl@rci.rutgers.edu    |
| Math        | Melanie Miller | email lmmill@rci.rutgers.edu |
| Physics     | Mike Mansouri| email mansouri@rci.rutgers.edu |

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