

## **COLLECTION EVALUATION & DESELECTION PROCEDURES**

Weeding, the removal of obsolete materials, is an integral part of the effort to develop and maintain the collection. Excess duplicate copies, seldom used titles, and worn or damaged copies shall be withdrawn from the collection. Items shall be discarded if they contain outdated or inaccurate information. When doing extensive weeding of any subject area, advisement may be sought from subject area faculty.

The review and deselection of materials are essential components of collection management. To maintain an up-to-date and useful collection, responsive to changes in the Mt. SAC college curriculum and to library users' needs, systematic evaluation of the collection and deselection of materials is required. To make room for newer materials, worn and obsolete items are regularly deselected from the collection and replaced as appropriate. Materials with low usage, those which are superseded by a newer edition or a better work on the same subject, or those which are not appropriate for the Mt. SAC Library collections may also be deselected. The collection depth and breadth will vary depending upon the subject area and related curricula. For these reasons, subject areas will be reviewed on an ongoing basis for relevancy and currency with systematic review every five years. Review and deselection duties are within liaison responsibilities.

### **Process**

The deselection of materials may be initiated as a result of an individual title or a group of titles identified through regular work (e.g. reference, preparation for instruction, uploading of new titles, reshelving, or inventory), or through a systematic review of subject areas or call number ranges (because of a need to update materials or for space restrictions). Library users can also recommend titles for removal; these books will be reviewed and evaluated by the Collection Development Librarian or liaison librarian to decide if the resource should be kept or weeded. In general, before the titles are pulled, criteria for deselection should be determined by the librarian reviewing the materials or by the Collection Development Librarian. Any Library staff may pull individual titles if there is a question of their viability for the collection and give them to the Collection Development Librarian or appropriate liaison librarian to evaluate; however, to enable the coordination of collection development efforts, before deselection projects are initiated the Collection Development Librarian or liaison librarian must be consulted. (A project would be considered the use of a newly established set of criteria or the initiation of a review that will generate a cart of 20 or more titles.)

### **Criteria**

All deselection decisions are made by a librarian based upon analysis and using professional judgment. Criteria will vary by subject area and format, and may include:

- Accuracy and value of information
- Appropriateness and importance of subject/topic area
- Applicability to Mt. SAC curriculum
- Physical condition
- Currency
- Frequency of use
- Historical value
- Notability of author

- Importance of the work to the field (seminal works and classics)
- Availability of newer materials on the topic or a newer edition available
- Duplication of title
- Availability at local libraries
- Inclusion in Resources for College Libraries and other applicable core collection lists

### **Replacements**

When a record or item is withdrawn because it is lost, stolen, missing, damaged, or worn-out, the librarian working on the deselection will determine if a replacement should be ordered. If a replacement is to be ordered the librarian will identify an appropriate replacement and provide the pertinent information to the appropriate librarian or to the Acquisitions Tech to order.

### **Discards**

When feasible and appropriate deselected materials which are in useable condition will be donated to a non-profit or another library. Materials deselected from the Reference collection which retain informational value may be transferred to the circulating collection. Outdated materials including directories, medical or legal materials will be discarded.

### **Ebooks**

Ebooks that are candidates for deselection may be identified as with print titles, through regular work (e.g. reference, preparation for instruction, uploading of new titles) or through a systematic review of the subject area, collection, or at the suggestion of a faculty member or other library user. These requests should go to the Collection Development Librarian or appropriate Liaison Librarian.

### **Print Periodicals**

Because of the cost and difficulty involved in replacing back issues of periodicals, only in rare instances will the replacement of a missing or damaged issue will be considered. If the issue is available online, the print issue will not be replaced.

### **Media**

Heavily used media which are lost or damaged, such as DVDs that are being assigned for class viewing, will be replaced if feasible. Because of the high cost of media, replacements will be made on a case-by-case basis. Materials that present out-of-date information will not be replaced. Materials in obsolete formats will only be replaced with a new format if the title meets the current collection criteria.

### **Online Resources**

Online resources such as databases may not be automatically renewed. Prior to renewal the Collection Development Librarian or appropriate Librarian may review the resource and usage statistics to determine if there is a continued need or if another online resource might be more appropriate. Cost, coverage, and duplication of titles and subject matter with other resources will also be taken into consideration.

# Pulling Reports for Weeding

## Logging into Alma

[Library faculty can log in on this page](#) with the following.

Username:

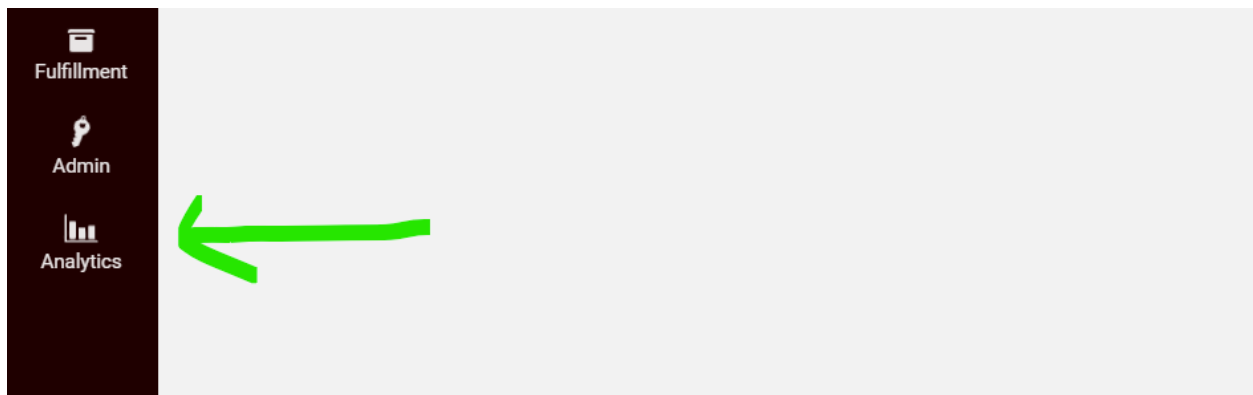
Password:

You can also find the login page on the LSP LibGuide at [mtsac.libguides.com/lsp](https://mtsac.libguides.com/lsp)

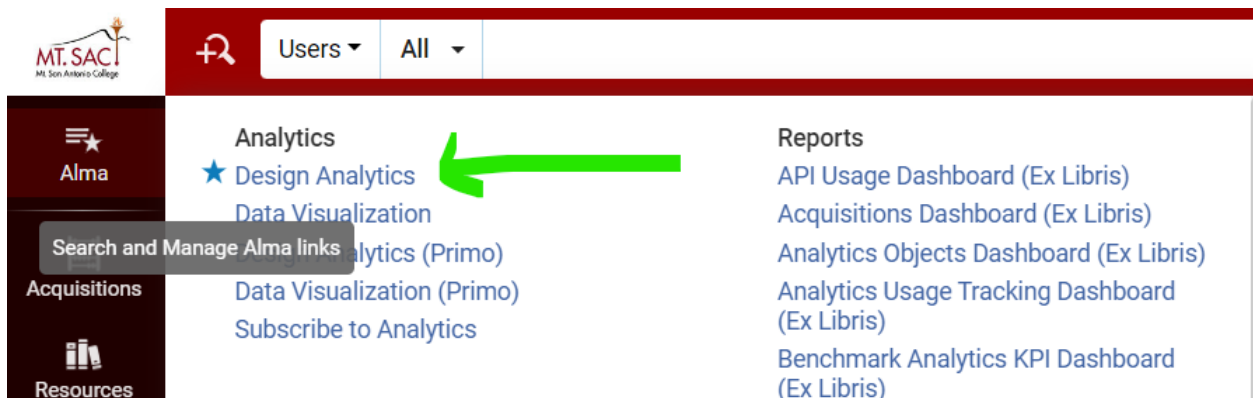
## Pulling Reports

[Click here to watch a video of this process](#) (not captioned atm).

- 1) Click on Analytics on left-hand menu




- 2) Click on Design Analytics toward top of menu.



- 3) A new window will open. Click on Catalog on the upper right-hand menu.
- 4) Go to Shared Folders > Mt. San Antonio College 01CACCL\_ANTONIO > Mt. SAC Library Reports > Collection Development.

- 5) There are two analyses designed for weeding.
  - a) Physical Items with Zero Check-outs or Not Checked Out Since 2012....
  - b) Physical Items with Zero Check-outs or Not Checked Out Since 2017....
- 6) Click Open on the analysis that you want to use.




**Physical Items with Zero Check-outs or Not Checked Out Since 2012.**

Owner HE\_331701660005277\_5277\_D\_na05.alma.exlibrisgroup.com

This report does *\*not\** filter out by publication or item creation date. You will need to do

Open [Edit](#) [More ▼](#)









**Physical Items with Zero Check-outs or Not Checked Out Since 2017.**

Owner HE\_331701660005277\_5277\_D\_na05.alma.exlibrisgroup.com

This report does *\*not\** filter out by publication or item creation date. You will need to do

Open [Edit](#) [More ▼](#)

- 7) Follow the prompts.
  - a) Library Name = Mt. San Antonio Library
  - b) Location Name = Collections
  - c) Select the Dewey Range. Best practice is to go to 4 decimal places (e.g. 610-619.9999)
- 8) Scroll to the bottom of the page and click Export. It is recommended to use Data > Excel.

	010.92 30040	Breaking ground : my life in medicine
	6  Excel	Black man in a white coat : a doctor medicine /
	6  CSV	Classical Chinese medicine /
	~  Tab Delimited	Lotions, potions, and deadly elixirs : American West /
	 Formatted	Learning from the wounded : the Civ medical science /
	 Data  XML	

[Edit](#) - [Refresh](#) - [Print](#) - [Export](#) - [Add to Briefing Book](#) - [Copy](#)

- 9) For these reports, you will want to filter out any items that are published before 2012 or 2017 (depending on your report). There is a lot of punctuation that needs to be removed to sort correctly. [Here is a way to do it.](#)
- 10) To pull another report, click on Catalog on the upper right-hand corner and then open the analysis again.

**Sample of Purchase and Subscription Requests**

Timestamp	I am	Requested format	Item Title	Item Author or Creator	Year of Publication	What course, section, professor, semester is this textbook being used for?	How does this resource serve Mt. SAC students? How will it be used? How will it enhance the Library's collection?	
2017/03/02 3	Student	Textbook for Reserve Collection	Essentials of Oceanography	Trujillo and Thurman		Spring Semester	To study	
2017/03/08 3	Student	Print book	abnormal psychology; clinical perspectives (dsm-5) 5th edition,	Lyons, M.	2014	ABnormal Psychology	It is a textbook for my class. Lots of students will use it.	
2017/03/08 3	Student	Print book	Loves Executioner and other clinical tales	Yalom, Irvin		Abnormal Psychology	Textbook for this course	
2017/03/08 3	Student	Print book	The Power of TED* (*The Empowerment Dynamic)	David Emerald	2009	Study 100	Will be used by other students in this course.	
2017/03/23 3	Student	Textbook for Reserve Collection	Think Rock	kevin dettmar	2000	Music 15	It's a required book for a Rock History class. And it is not sold at Mt.Sac.	
2017/04/26 6	Student	Print book	Essay Collection and Other Short Pieces	C.S.Lewis	2000		C. S. Lewis is a consummate thinker. Logic in address and context.	
2017/04/26 6	Student	eBook	Essay Collection and Other Short Pieces	C.S.Lewis	2000		To convey natural brilliance is difficult but erudite brilliance with literary is more	
2017/04/27 3	Staff	Periodical	Astronomical Journal	N/A		Not a textbook	We would like to add a subscription for the Astronomical Journal (AJ) in the Mt. SAC Library database. We offer a research Astronomy class (Astr 99) where students learn how to use our campus telescope for research. The AJ is one of the more popular Astronomy research publications, and we think it would be useful for the students to look up information about their projects or other studies that have been done. We would like the students to have online access to this journal if possible.	
2017/05/04 3	Faculty	Print book	The matrix and philosophy : welcome to the desert of the real	William Irwin (editor)	2016	English 1A - Daigre	Two print books on the Matrix have high circulation.	
2017/05/04 3	Faculty	Print book	More Matrix and philosophy : revolutions and reloaded decoded	William Irwin	2005	English 1A - Daigre	Two print books on the Matrix have high circulation.	
2017/05/09 3	Student	Print book	The Teo of Leadership	John Hieder			It is a memorizing book on ways to become an effective leader in life. In college we are pursuing a way to enhance the minds of future leaders.	
2017/06/22 3	Student	Print book	Adobe Photoshop CC 2016: The Professional Portfolio	Against the Clock, Inc.	2016		This book is especially important for any students studying art and/or Graphic Design. As college students it is essential that we have a guide to help us with the formation of our portfolios. This book is specifically a guide for students creating their portfolio in Adobe Photoshop (a program all art and design students must be familiar with).	
2017/07/12 3	Student	Print book	Forked	Saru Jayaraman			Forked presents a new perspective of the people of make our food and the lines they must live in. It was on the UC Berkeley summer reading list and looks very good.	
2017/10/07 1:48:41 PM		Print book	The Dangerous case of donald Trump	.			.	
2017/10/12 4	Faculty	DVD	Pollock (with Ed Harris) & Frida (with Selma Hayek)	Movies	2009, 2011		Student was looking for both of these films for an art class (sorry, didn't find out which one). I would recommend having these as well.	
2017/10/12 4	Student	DVD	Amadeus	Milos Forman	2005	music 13	want to see	
2017/10/19 3	Student	Print book	Palo Alto : stories	James Franco	2014		It is of interest to young people	
2017/10/19 3	Student	Print book	The Charge	Brendon Burchard			Students can learn 10 human drives that will help them to be academically successful.	
2017/10/26 5	Faculty	Print book	The Man in the High Castle	Philip K. Dick			A student was looking for this title. Popular TV series. Linda & I were surprised we didn't carry it here.	
2017/12/01 5	Student	Print book	How Not To Die	Michael Greger	2015 , 2017		This is nutrition book it has excellent review.	
2017/12/01 5	Faculty	Print book	The How Not to Die Cookbook: 100+ Recipes to Help Prevent and Reverse Disease Hardcover â€” December 5, 2017	Greger, Michael	2017	NA	Student asked for it, he has requested other book by the same author.	

2018/01/08	1 Faculty	Print book	Annihilation	VanderMeer			A student asked for the book as it is being made into a movie. <a href="https://mtsac.on.worldcat.org/oclc/929031729">https://mtsac.on.worldcat.org/oclc/929031729</a> <a href="http://www.imdb.com/title/tt2798920/">http://www.imdb.com/title/tt2798920/</a>	
2018/02/16	8 Other	Print book	Introduction to Applied Statistics	Prof. Dr. Mehmet A. Arslan	2017		<a href="https://www.worldcat.org/title/introduction-to-applied-statistics/oclc/1015813943&amp;referer=brief_results">https://www.worldcat.org/title/introduction-to-applied-statistics/oclc/1015813943&amp;referer=brief_results</a> *Good applied statistics book for undergraduate and graduate students Mehmet A. Arslan, Author	
2018/02/27	7 Faculty	Print book	I Fight for a Living: Boxing and the Battle for Black Manhood, 1880-1915	Louis Moore	2017		Serves students by providing historical information on the roll of boxing to help define black masculinity and the roll successful black boxers had in challenging prevailing theories of black inferiority.	
2018/03/06	4 Faculty	Print book	Algorithms of oppression : how search engines reinforce racism	Safiya Umoja Noble	2018		Eva recommended a Ted talk by this author - her book just came out - looks interesting.	
2018/03/06	7 Faculty	Print book	A Quick & Easy Guide to They/Them Pronouns	Archie Bongiovanni (Author, Illustrator), Tristan Jimerson (Author)	2018		Seems (comes out June 12, 2018) like a potentially good, friendly resource to help educate about how gender neutral pronouns work.	
2018/04/10	1 Staff	Print book	The Immortal Life of Henrietta Lacks	skloot			Many student need to read, and it isn't at the 3 closest public libraries. it is a popular book Oprah made HBO movie of this story. I am pretty sure we used to have it but we don't now.	
2018/04/17	9 Faculty	Print book	Super Late Bloomer: My Early Days in Transition	Julia Kaye	2018		An accessible autobiographic comic strip series about a transgender woman and her transition. The more stories we have of people from all backgrounds and experiences the better.	
2018/05/24	2 Staff	Print book	the end of food	Paul Roberts			Many students need it and we don't have it.	
2018/05/30	2 Student	Print book	Trump/Russia-a definitive histroy	Seth Hettena	8-May-18	Political Science and/ or history	Reputable NY times author, important book and subject	
2018/05/31	2 Student	Print book	Man Who Laughs : L'Homme Qui Rit	Victor Hugo			I know you have the electronic version available, but I would prefer the physical copy. It is a popular work of classic literature and would be cool to have for all students.	
2018/06/21	4 Faculty	Print book	12 Rules for Life: An Antidote to Chaos	Jordan Peterson	2018		Student asked for this book and other books by Jordan Peterson, at the ref desk today, 6/21/18.	
2018/06/26	5 Faculty	Print book	Secret Teachings of All Ages	Manly P. Hall and Augustus Knapp	2007		A student asked about getting this book at the reference desk today. <a href="https://www.amazon.com/Secret-Teachings-all-Ages/dp/1604590955">https://www.amazon.com/Secret-Teachings-all-Ages/dp/1604590955</a> [for your reference] This seems to be a seminal work in the area the occult and founder of a local organization.	
2018/06/28	1 Faculty	Print book	Dog whistle politics : how coded racial appeals have reinvented racism and wrecked the middle class	Ian Haney-Lopez	2015	Not Textbook, but: HIST 1, Prof. Raul Chavez	Student requested (not required)	
2018/08/04	1 Other	Print book	Lump Lump and the Blanket of Dreams: Inspired by Navajo Culture and Folklore	Gwen Jackson	Sept. 2016		This book is in the Education collection at Purdue U., Arizona State U., etc. Few books in Education collections on American Indians. *Booklist 8/16 and Booklinks 9/17 *In the library at the Smithsonian Museum of the American Indian *Features a weaving by Navajo weaver Barbara Ornelas, who is in PBS' "Crafts in America." *Consulted with Dr. Paul Apodaca of Chapman U., a past-regional advisor to the Smithsonian Museum of the American Indian <a href="http://www.gwenjacksonstories.com">www.gwenjacksonstories.com</a> for pictures and educational activities	
2018/08/28	1 Other	Print book	Hands on Applied Finite Element Analysis	mehmet arslan	2018		*Reference Analysis book for undergraduate, graduate students and professionals Author, Prof. Dr. M. Arslan	
2018/09/07	4 Student	eBook	"give me liberty"	eric foner	2017		I need to rent it out until I receive my textbook	
2018/09/22	1 Faculty	Print book	My Garden (book)	Jamaica Kincaid	2001		student is fan of Jamaica Kincaid and recommend this title for the library	

submitted	I am a...	Requested format	Item Title	Item Author or Creator	Year of Publication	Tell us something about your request: How does ...
7/13/2022 20:50	Student	Print book	The Future of Black: Afrofuturism, Black Comics, and Superhero Poetry	editors: Len Lawson, Cynthia Manick, Gary Jackson	2021	This brief anthology of poetry by black authors includes topics covered in several of my classes such as pop culture, Black Lives Matter, movies, music, literature, comics, and the arts as a feature in the civil rights movement. The authors include people from previous generations, as well as younger writers who are responding to those earlier artists; this is like a conversation over the past few decades. Also there is some cool artwork. A few of the poems are printed in unique patterns that reflect the emotions of the authors. There are brief bios of the contributors, in addition to some suggested reference material, both scholarly and popular. I showed this book to several of my teachers and they all liked it and said they would buy their own copies.
5/19/2022 11:20	Student	eBook	The Ballad Of Songbirds And Snakes	Suzanne Collins	2020	It's a new book in the Hunger Games Trilogy and I really want to read it but dont have a public library card
5/13/2022 11:19	Student	Print book	Making Mexican Chicago: From Postwar Settlement to the Age of Gentrification	Mike Amezcua	2022	My whole class will benefit from this book as we are studying Latinx community battles against gentrification.
5/5/2022 9:50	Student	Print book	Iron Gold, Dark Age	Pierce Brown	2018 and 2019	to complete the red rising series you guys have there
5/5/2022 9:45	Student	Print book	Winter's Heart, Crossroads of Twilight, Knife of Dreams, The Gathering Storm, Towers of Midnight, and A Memory of Light	Robert Jordan and Brandon Sanderson	2000, 2003, 2005, 2009, 2011, 2013.	To complete the wheel of time collection you guys have



# CREW: A Weeding Manual for Modern Libraries

Revised and Updated by:  
**Jeanette Larson**

Texas State Library and Archives Commission  
Austin, Texas — 2008

This document is available online at: <http://www.tsl.state.tx.us/ld/pubs/crew>





TEXAS STATE LIBRARY AND ARCHIVES COMMISSION  
CATALOGING IN PUBLICATION DATA

Larson, Jeanette.

CREW : a weeding manual for modern libraries

/ revised and updated by Jeanette Larson.

--Austin, Tex. : Texas State Library and Archives

Commission, 2008.

p. : ill. ; 28 cm.

Revision of: The Crew method: expanded guidelines for collection evaluation and weeding  
for small and medium-sized public libraries / Belinda Boon. c1995.

Includes bibliographical references.

1. Discarding of books, periodicals, etc. 2. Public  
libraries--Collection development. I. Texas State  
Library and Archives Commission. II. Title.

025.216 L329 2008

L1900.8 L329 2008

© Copyright 2008 Texas State Library and Archives Commission



***CREW: A Weeding Manual for Modern Libraries*** by the Texas State Library and Archives  
Commission is licensed under a Creative Commons Attribution-Noncommercial-No Derivative Works  
3.0 United States License. <http://creativecommons.org/licenses/by-nc-nd/3.0/>

**Attribution statement:**

*CREW: A Weeding Manual for Modern Libraries* © Copyright 2008 Texas State Library and Archives  
Commission

**Permissions:**

For permissions outside of those granted by this Creative Commons license, please contact the  
Texas State Library and Archives Commission, Library Development Division at [lsc@tsl.state.tx.us](mailto:lsc@tsl.state.tx.us) or  
512-463-5465.

Comments or complaints regarding the programs and services of the Texas State Library and Archives Commission can  
be addressed to the Director and Librarian, P.O. Box 12927, Austin, Texas 78711-2927.  
Telephone: 512-463-5460 or Fax: 512-463-5436. This publication is available in alternate formats upon request.

# Table of Contents

<b>INTRODUCTION.....</b>	<b>6</b>
<b>ACKNOWLEDGEMENTS .....</b>	<b>8</b>
<b>BEFORE WE START THE PROCESS .....</b>	<b>9</b>
THE CYCLE OF SERVICE: WHERE CREW FITS IN .....	10
<b>WHY WEED? WHY CREW?.....</b>	<b>12</b>
THE SIX BENEFITS OF WEEDING .....	12
HOW MUCH DO I WEED AND WHEN?.....	13
BEFORE YOU WEED.....	14
CRITERIA FOR WEEDING .....	15
WHAT TO WEED: GENERAL GUIDELINES.....	16
CHECKLIST OF WEEDING FACTORS.....	17
<b>BEGINNING THE PROCESS .....</b>	<b>20</b>
WEEDING RESPONSIBILITY .....	20
<b>CREW IN TEN STEPS .....</b>	<b>22</b>
<b>CREWING CHILDREN'S MATERIALS .....</b>	<b>29</b>
GENERAL GUIDELINES .....	29
OTHER CONSIDERATIONS.....	31
<b>CREWING THE REFERENCE COLLECTION .....</b>	<b>33</b>
TYPES OF RESOURCES .....	34
<b>CREWING NONPRINT MEDIA .....</b>	<b>38</b>
COMMON NONPRINT MATERIALS .....	39
LESS COMMON NONPRINT FORMATS .....	42
<b>CREWING WITH COMPUTERS.....</b>	<b>44</b>
<b>THE CREW GUIDELINES FOR WEEDING YOUR COLLECTION .....</b>	<b>46</b>
<b>CREW GUIDELINES BY DEWEY CLASS .....</b>	<b>49</b>
000 (GENERALITIES).....	49
100 (PHILOSOPHY AND PSYCHOLOGY) .....	50
200 (RELIGION AND MYTHOLOGY).....	51
300 (SOCIAL SCIENCES).....	52
400 (LANGUAGE).....	56
500 (NATURAL SCIENCES).....	57
600 (TECHNOLOGY, APPLIED SCIENCES).....	59
700 (THE ARTS).....	61
800 (LITERATURE).....	63
900 (HISTORY AND GEOGRAPHY) .....	64

F (FICTION).....	65
GRAPHIC NOVELS .....	65
PERIODICALS (ALSO NEWSPAPERS) .....	66
GOVERNMENT DOCUMENTS.....	66
NONPRINT (AUDIOVISUAL) MEDIA.....	66
LOCAL HISTORY .....	68
<b>CREW GUIDELINES FOR THE CHILDREN’S COLLECTION.....</b>	<b>69</b>
E (EASY READERS/PICTURE BOOKS) .....	69
JF (JUVENILE FICTION) .....	69
YA (YOUNG ADULT) FICTION .....	70
J AND YA NONFICTION.....	70
<b>WHAT TO DO WITH WEEDDED BOOKS: TYPES OF DISPOSAL.....</b>	<b>71</b>
<b>EPILOGUE--ENCOURAGING THE HESITANT WEEDER.....</b>	<b>75</b>
<b>BIBLIOGRAPHY .....</b>	<b>79</b>
STANDARD COLLECTION BIBLIOGRAPHIES .....	79
RECOMMENDED LISTS AND BEST OF THE YEAR LISTS .....	82
INDEXES.....	83
ELECTRONIC DATABASES .....	83
ONLINE RESOURCES .....	85
FURTHER READINGS .....	87
PERIODICALS AND ELECTRONIC LISTS .....	89
<b>APPENDIX.....</b>	<b>91</b>
OVERVIEW CHART OF CREW FORMULAS .....	92
DISPOSAL SLIP TEMPLATE .....	93