



GUAM PUBLIC LIBRARY SYSTEM
POLICIES AND PROCEDURES

CATEGORY: Maintaining the Collections –
Inventory and Weeding
APPENDIX: #18

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GPLS, Library Board Manual, 1988

Systematic withdrawal of materials no longer useful is necessary in order to maintain relevant resources. The same criteria will be used in weeding materials from the collection as are used in their acquisition. Due to its historic value, de-selection will not apply to the Guam/Pacific Special Collection. The decision to withdraw library material shall be based on the:

- Physical condition
- Use of the material as determined by the last date of loan
- Or by the number of loans in the last five years
- Age of the material as a misinformation factor, especially in the area of sciences

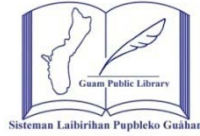
Weeding: Weeding of materials will be based on the "CREW Method" *Continuous Review, Evaluation, and Weeding; Expanded Guidelines for Collection Evaluation and Weeding for Small and Medium-Sized Public Libraries, TX: Texas State Library, 1995.*

Criteria for Weeding. The CREW method gives six general criteria for considering weeding an item from the library's collection. These have been summed up with the acronym MUSTIE.

- M= Misleading--factually inaccurate
U= Ugly--worn beyond mending or rebinding
S= Superseded--by a new edition or by a much better book on the subject
T= Trivial--of no discernible literary or scientific merit
I= Irrelevant to the needs and interests of the library's community
E= Elsewhere--the material is easily obtainable from another library

CREW procedure based on Dewey Classification Division:

- 000s - General: *Replace at least one set of encyclopedias every five years. Circulate older sets for no more than eight years. Material on computers is seldom useful after three years.*
- 100s - Philosophy and Psychology: *Update self-help books; popular psychology; educational works replaced after five to eight years.*
- 200s - Religion and Mythology: *Try to have something current on each of the major religions.*
 - 300s - Social Sciences: *Replace almanacs in the reference collection after two years. Circulate older volumes no more than three to five years. Law, government and education materials are often used for school reports and debates, so they may have historical value. However, it is very important to remove outdated statute information. Be sure your collection is balanced and current, especially for controversial topics.*
- 400s - Languages: *Foreign language and English as Second Language materials may wear out very quickly; you may need to replace books in this category frequently. Dictionaries need to be kept up-to-date to be useful: look for current words such as "internet" and "website" to be present in both English language and foreign language dictionaries. Make sure your foreign dictionaries reflect your community.*
- 500s - Pure Sciences: *Basic, historical works on science such as Darwin's *On the Origin of Species* should be retained. New science discoveries, theories and techniques can make an outdated collection look very strange and will destroy your credibility with technophiles. **Scientific materials are continuously being updated.***
- 600s - Applied Sciences: *Medical discoveries are constantly being announced and older materials may be very misleading or even dangerous. Try to keep up to date on what's "hot" and toss what's "not." Materials on collector's items should be kept, as should repair manuals for cars and appliances.*
- 700s - Arts and Recreation: *Histories of art and music should be kept until they wear out. Consider replacing black and white art volumes with books containing colour prints and graphics.*



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- 800s - Literature: *Keep the most recent edition on classic literary works, that's in the best condition, as well as criticisms of classic writers.*
- 900s - History, Travel and Geography: *History books should be evaluated for demand, factual accuracy and interpretation. For travel and geographical materials, don't keep anything older than two years unless it has a significant amount of background or history information that you can't get anywhere else. An outdated travel guide is probably less useful than current periodical information or materials from the Web.*

*Biographies: *It's easy to accumulate popular biographies and autobiographies. Keep biographies with historical or literary value. Otherwise, once a personality is passé you needn't keep his/her life story on your shelf.*

*Local history: *Materials by local authors or with local settings, memoirs, directories and oral histories should not be weeded.*

*Magazines and Newspapers: *Keep local papers/magazines. If possible, transfer them to microfilm and keep forever! Photocopies on acid-free paper are an acceptable substitute for microfilm; the originals will deteriorate rapidly. If a magazine has research value, try to keep the last five years if space permits. Otherwise, only the current year should be kept.*

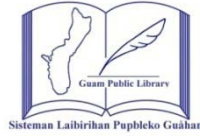
*Young Adult and Children's Non-fiction: Consider these materials using adult criteria, but look for inaccuracy and oversimplification. "Something" is not better than nothing if what you have is outdated or inaccurate.

Inventory: Print and Non-Print: Manual Process

- Perform Shelf Reading
- Work alongside with Union Shelf List drawer, item/material, follow the CREW Method procedure
- Write on USL card, month/year of inventory on Date Processed column
- Identify on USL card the status of item/material: Not of shelf (NOS), On Shelf (OS), Damage (Dam), Discard (Dis), Lost (L)
- USL card with "Not on Shelf" (NOS) status is filed at the end of the drawer for further research. Verify automation system if item/material is Overdue, once this is done, re-file USL back to its proper filing classification
- Remove item/materials for discard
- Remove book cards
- Stamp "Discard" on front and back cover, flyleaf
- Place discarded items/materials in used book sale; damage are to be disposed.

Inventory: Print and Non-Print: Automation Process

- Work alongside with USL, access automation system (Horizon)
- Proceed with following collections procedures



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Materials in a library's collections are filed in the Union Shelf List Catalog drawer, and on the shelves arranged by Dewey Decimal System. A helpful phrase to filing, the "Four Ss", which are SORTING, SHELVING, SHIFTING, AND SHELF READING.

ALA Rules for Filing Catalog Cards described the "letter-by-letter" system that may be used in a paper, book or online catalog. The general guidelines when filing catalog cards, and materials:

Filing Catalog Cards: Arrange all entries in alphabetical order, word-by-word

1. Ignore the minor articles "a", "an" and "the"
2. Interfile catalog cards in drawers by Dewey Decimal System, then by author, and title

- Fiction: Books are shelved alphabetically by the author's last name, first name, and then by title.
 - If two authors have the same last name, arrange by first name or initials so that all the books by the same person will be found together on the shelf.
 - If there are several books by the same author the books are further arranged alphabetically by title.
- Non-Fiction: Books are shelved by call number and the author's last name.
Examples:

616.101	616.12	616.03	616.3	616.3	616.327
Castle	King	Brown	Arthur	Bailey	Doe

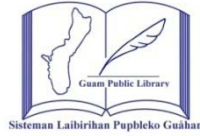
- Biography: There are two (2) types of biographies, 1) Single, 2) Group
 - Single Biography: Are shelved alphabetically by the name of the person the book is about. If there are several John Adams biographies, they would then be shelved by the author's last name.

B
ADAMS

- Group Biographies: Group biographies are when there is more than two people's the book is about. Are shelved by the author's last name. However, if there are several John Adams biographies, they would then be shelved by the author's name.

920
Brown

- Paperbacks: Books are shelved alphabetically by the author's last name, first name, and then by title.



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CATEGORY: Maintaining the Collections – Book
Repair
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From time to time, library materials will need repairs. These repairs can run the gamut from a small rip in a page to sewing and replacing the binding. How much the library

decides to take on depends on several factors – the cost-effectiveness of repairing vs. replacing the material, the availability of repair supplies and tools and the time needed to repair the book. There is a difference between repairing a book that one knows will wear out in a year or two compared with a book one wants to preserve for a great length of time.

Some basic supplies for in-house book repairs are:

- Document repair tape: **NOT** Scotch-type tape – for page repair. Document repair tape is specially manufactured to be non-acidic and non-yellowing.
- Tape dispenser: Useful for holding several rolls of repair tapes.
- Polyvinyl acetate adhesive (PVA) glue: **NOT** white glue that is brittle when dry. PVA glue maintains the flexibility needed when opening and closing books.
- Cloth book tape: For repairs to the outer covers of bound materials. This tape also comes in a variety of widths and colors to closely match the existing binding of books. An alternative to consider is purchasing book cloth and using this with PVA glue to make your own cloth repairs.
- Book wings and corners: Made from cloth tape, these are designed for repairing the upper or lower edges of book spines and for the outer corners of books. Again, you may make these with book cloth and PVA glue.
- Hinge tape: Similar to the clear book tape, this tape is designed to bend or hinge and is used to reattach loose pages inside the books. You may also want to consider linen tape for heavier gauge paper and repair hinges.
- Book bands: Similar to elastic bands, these are larger and thicker. They are to be placed on the books after gluing. Use these carefully to avoid bending or bowing books.
- Wax paper: For protection of other surfaces during the gluing process.
- Weights: Other books can be used to be pressed while glue is drying.
- Metal: Cork-backed ruler for accurate cuts.
- Mat knife with a segmented blade: The segmented blade eliminates the need to sharpen the mat knife.
- Metal triangle ruler for square cuts.
- Additional supplies (awls, threads, needles, rice paper, book presses, etc.) should be purchased only if the librarian is well versed in their use.



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CATEGORY: Maintaining the Collections – Book
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Prevention is the best approach to minimize book repairs.

- Cover books whenever possible. Paperback books can be covered with a clear laminate and reinforced with filament tape placed perpendicular to the spine.
- Shelf oversized books spine down. Do not shelf books face down. That places stress on the bindings and shortens their life.
- Remove books from the shelves by firmly grasping the binding, *not the top of the spine*.

Some Quick Tricks:

- Wet books: Did someone return a book with wet pages? Insert newsprint paper between the pages of a wet book. Press it flat under a heavy object. You may need to replace the newspaper every few days until it is dry. Newspaper ink may bleed onto the pages, so it is preferred that you use blank newsprint paper. Local newspaper companies oftentimes, discard the ends of newsprint paper rolls and would donate it to the library.

If you have a quantity of wet books, put the books loosely in the freezer drier or large freezer, fanning if possible, and leave for about a week. This should dry the books thoroughly. If you have a small number of wet books, use your home chest freezer.

- Mold or mildew in books: One way to try to save a moldy book is to put it in the freezer for several days. This may stop the growth of the mold. Remove all covers and freeze with the pages fanned out as much as possible. After removing from the freezer, take a lint-free cloth and wipe down each page individually, making sure you have a clean section of cloth for each page. Long Q-tips may be used to reach inside the binding to remove any mildew/mold there.
- Odors: Create a micro-climate using a large plastic tub and deodorizing cat litter. Place the lid on the bottom, fill with cat litter. Place card stock on top of the litter to protect the book, fanning the pages of the book. Put the box on top, tightly sealing and let set for several days. The cat litter will absorb the odor.
- Odors: Fan the book open and feather the pages. Stand in an open window in the sunshine.

** *Appendix _____: Western States and Territories Preservation Assistance Service: Protecting Library and Archive Collections: Disaster Preparedness, Response and Recovery*

Rebinding

The librarian may decide that rebinding or binding library material is desirable. Collections of newspapers or magazines may be bound, for example. This is *not* something that should be done in-house, but should be left to the professionals.