Going For Broke:
Combining Three Deselection Projects Into One

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W/contributions by Diane Paldan
Librarian III
Historical Collection Development Practice
(“Juicing the Numbers”)

- Like many ARL Libraries ranking was, in part, based on the number of volumes on the shelves
- Collected material outside of library systems area of specialties
- Acquired a great MANY copies of a great MANY titles
Projects to be covered

- MI-SP (Michigan-Shared Print Initiative)
- Dedupe
- Classed Serials- Deselection/Retention
Why these projects now?

- MI-SPI project served as catalyst for the two adjoining deselection projects. In the interest of time and minimizing cost we choose to focus on two critical areas that housed print materials
  - Materials Storage: Increased print holding capacity for materials coming from entire system
  - Open Stacks: 3rd floor of Graduate library
    - Floor unusable for space
- Closure of Science & Engineering Library end of 2013
  - Need to increase study space in Graduate library
- Financial:
  - Opportunity costs
  - Economies of scale
Council on Library and Information Resources (CLIR)

“The Idea Of Order: Transforming Research Collections for 21st Century Scholarship”. CLIR report concluded on average a library bears an annual indirect cost of:

- $4.26 for each volume held in open stacks
- $0.86 for each volume held in high-density storage

Inventory – An unintended first step

- Inventoried significant portion of library collection 2006-2010
  - Purdy/Kresge Graduate Library
  - Science & Engineering Library
  - Undergraduate Library
  - Materials Storage

- Deduping late addition to process
Major problems in ILS data: Bad Data In, Bad Data Out

- All copies not recorded in building database
- Significant portion of circulating/open stack monograph and serial collections not barcoded
- While targeted inventory has occurred in the last decade -- most of the collection not inventoried since before our first ILS
- Two ILS migrations – In 1999 and 2004 have caused additional errors to creep into the system
Results -

- Books on shelf without records
- Records for books not on shelf
- Item records linked to the wrong bib record (Bib Utility # Mismatch)

All projects planned remembering the shortcomings in our ILS data
Functions used to manage projects inside and outside of Millennium

- In Millennium
  - Create lists
  - Internal Notes to flag records
  - Global and Rapid Update

- MS Excel
  - Vertical Look up
  - Filtering
  - Pivot tables
Phase 1

MI-SPI (Michigan Shared Print Initiative)
In 2011 Dean Sandra Yee signed an MOU, along with six other academic libraries in Michigan, agreeing to participate in a *pilot* Resource Sharing project sponsored by Michigan Collaborative for Library Services (MCLS) and project manager Sustainable Collections Services.
MI-SPI First step

- WSUL Systems staff exported 1.5 million records of circulating material *only*

- Sustainable Collection Services (SCS) analyzed data from all participating libraries including:
  - Published <2004
  - Circulation ≤3

- SCS delivered lists to each library:
  - Items to keep – “Allocated Retention”
  - Items to “Allocated Withdraws” (other “Pilot” libraries would keep at least two copies)
• In preparation for creating Detroit Poetry Collection, removed
   List of Detroit poets
   List of small publishers

• Special request to preserve classics in the collection
   Specific series selected by literature liaison
### MI-SPI list from SCS

- **Over 368,000 item records**

<table>
<thead>
<tr>
<th>Location Name</th>
<th>Location Code</th>
<th>Call Number</th>
<th>Title</th>
<th>Author</th>
<th>Publisher</th>
<th>Series</th>
<th>Publication Year</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Last Item Date Added</th>
<th>Catalog Record</th>
<th>WorldCat Record</th>
<th>Total Charges</th>
<th>US Holdings - WorldCat</th>
<th>State Holdings - WorldCat</th>
<th>Hathi Trust In Copyright</th>
<th>Hathi Trust Public Domain</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/18/2004 0:00</td>
<td>Catalog Record</td>
<td>Worldcat Record</td>
<td>1</td>
<td>200</td>
<td>10</td>
<td>F</td>
<td>F</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reviewed in CHOICE</th>
<th>Allocated for Withdrawal</th>
<th>WorldCat OCLC Number</th>
<th>Bib Control Number</th>
<th>Item Control Number</th>
<th>Barcode</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>1</td>
<td>100711</td>
<td>ocm00100711</td>
<td>i13042038</td>
<td>39343003284170</td>
</tr>
</tbody>
</table>
List of Item Record numbers for books to be pulled sent to Systems Librarian -- who then created new review file

“TCL/Expect”

It was not possible for us to create review file from list of barcodes through the Millennium inventory system -- since many item records did not have a “real” barcode e.g. mq12345.
Over 25 columns of data

- Location Name
- Location Code
- Call Number
- Call Number Normalized
- Title
- Author
- Enumeration
- Publisher
- Series
- Publication Year
- Last Item Date Added
- Catalog Record
- WorldCat Record
- Total Charges
- US Holdings - WorldCat
- State Holdings - WorldCat
- Hathi Trust In Copyright
- Hathi Trust Public Domain
- Reviewed in CHOICE
- Allocated for Withdrawal
- WorldCat OCLC Number
- Bib Control Number
- Item Control Number
- Barcode
Filter MI-SPI list

- Added this data to MI-SPI withdrawal list
  - MS Excel Vertical lookup
  - Use Item Record number as match point
- Filtered to apply WSUL criteria for “saves”

Reduced master withdrawal list from over to 368,000 to 306,000
Creating “Pull Lists” for targeted collection

- Create review file for all circulating items in call number range for targeted location -- Export
  
  In MS Excel

- Compare MI-SPI list to MIL export
  - Remove titles not on MI-SPI list

- Filter spreadsheet to remove
  - Saves based on WSUL criteria – double check
  - Saves base on recent circulation history
Exported data from new review file

- Call number sort before export -- More accurate order than on MI-SPI list since we are actually using Millennium indexing
- Double check to determine anything missed in criteria review that would remove title from list (e.g. current/recent circulation)
- Update item records to withdrawn with *Internal Note (x) = SCS withdrawal “date”*
Final pull list includes

• Data from recent MIL export
  - Call number
  - Barcode
  - Physical description

• *Title* from SCS list
  - To catch mismatch of our records to OCLC -- Since SCS analysis based on bibliographic utility number

• Suppressed & Withdrew all items prior to pulling from shelves
### “Pull List”

<table>
<thead>
<tr>
<th>CALL #</th>
<th>BARCODE</th>
<th>SCS title</th>
<th>DESCRIPT</th>
</tr>
</thead>
<tbody>
<tr>
<td>B 73 .F76 2003</td>
<td>39343021189682</td>
<td>From Africa to Zen : an invitation to meditate, 296 p. ; 24 cm.</td>
<td></td>
</tr>
<tr>
<td>B 73 .F76 2003</td>
<td>39343021205595</td>
<td>From Africa to Zen : an invitation to meditate, 296 p. ; 24 cm.</td>
<td></td>
</tr>
<tr>
<td>B 105 .T54 M54 1985</td>
<td>39343019427243</td>
<td>Thinking tools : academic, personal, social, 358 p. : ill. ; 24 cm.</td>
<td></td>
</tr>
<tr>
<td>B 105 .T7 Q47 2004</td>
<td>39343021546519</td>
<td>Questions of tradition / edited by James T. Westfall, 325 p. : ill. ; 24 cm</td>
<td></td>
</tr>
<tr>
<td>B 121 .K86 1999</td>
<td>39343019274538</td>
<td>Learning from Asian philosophy, 208 p. ; 24 cm.</td>
<td></td>
</tr>
</tbody>
</table>
# Item Record

<table>
<thead>
<tr>
<th>Item Code 1</th>
<th>Last Updated: 07-24-2013</th>
<th>Created: 06-26-2004</th>
<th>Revisions: 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy No.</td>
<td>1</td>
<td>Last Checkin</td>
<td>- -</td>
</tr>
<tr>
<td>Item Code 2</td>
<td>n SUPPRESS</td>
<td>Inventory Date</td>
<td>02-23-2010</td>
</tr>
<tr>
<td>Item Type</td>
<td>18 BOOK</td>
<td>Checkin Location</td>
<td>0</td>
</tr>
<tr>
<td>Price</td>
<td>$60.00</td>
<td>No. of Renewals</td>
<td>0</td>
</tr>
<tr>
<td>Checkout Date</td>
<td>- -</td>
<td>Overdue Date</td>
<td>- -</td>
</tr>
<tr>
<td>Checkout Location</td>
<td>0</td>
<td>Item Use 3</td>
<td>0</td>
</tr>
<tr>
<td>Price</td>
<td>$60.00</td>
<td>Internal Use</td>
<td>0</td>
</tr>
<tr>
<td>Check Date</td>
<td>- -</td>
<td>Copy Use</td>
<td>0</td>
</tr>
<tr>
<td>Due Date</td>
<td>- -</td>
<td>Recall Date</td>
<td>- -</td>
</tr>
<tr>
<td>Patron No.</td>
<td>0</td>
<td>OPAC Message</td>
<td>- ---</td>
</tr>
<tr>
<td>Last Patron</td>
<td>0</td>
<td>Total Checkouts</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>Total Renewals</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>Year-to-Date Circ</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>0</td>
<td>Last Year Circ</td>
<td>0</td>
</tr>
</tbody>
</table>

**Call No.** 050  QH 401 .A395 2000

**Barcode** 39343019198405

**Internal Note** SCS withdrawal 7/23/13 dp
Instructions to staff

- Staff pulled all copies with exact call number
  - This includes copies not barcoded or without items in database -- therefore not on list
- Updated Internal Note to
  - “SCS save” if
    - Book found to be Library Use Only
    - Bookplate indicating gifts books to be kept
  - “SCS mismatch” = SCS title did not match book pulled by call number – Sent to cataloging
Final record clean up

• Create list of any records with “SCS save” and correct codes as needed
• Run create list to see if any MI-SPI withdrawals in circulation – update to “SCS save circ”

Title level withdrawals
• Determine records where all copies have been withdrawn and update BibCode 3 to withdrawn
• Remove Wayne holding symbol from OCLC records
Phase 2
Dedupe - Reasons

- Address historical practice of collecting multiples copies
- Offset number of “Allocated Retention” from MI-SPI project
- Align collection footprint with overall level of use and most reflective library's primary subject areas; e.g. K-12 Education, Automotive Engineering, etc…
Dedupe principles

- Only dedupe *against* inventoried collections

- Retain duplicate copies if...
  - Circulating statistics indicate high use
  - Local history titles (Detroit, Wayne County, etc…)
  - Title has copies on reserve
  - Special subject focused gifts in collection
  - “Bound with” titles
    - Two distinct items bound together
Three steps in Create Lists

• Create review file for location and call number range – item records – *from that*

• Create bibliographic file – *from that*

• Create review file for all circulating items attached to bibliographic record

• Export into MS Excel –
  ❖ Use Saved Export created for project
Getting to duplicate copy titles

In MS Excel –

• Filter at title level to remove
  ❖ Monographic sets
  ❖ Titles that might have copies on Reserve
  ❖ Local History titles
  ❖ Damaged or missing copies

• Pivot table and Vertical Lookup to remove
  ❖ Single copy at WSUL from review
Two lists needed

- Dedupe between and within collections
- If all copies in a specific collection could be withdrawn, process same as SCS withdrawal
  - Records can be updated to withdrawn prior to pull
  - List for pulling created
If some copies in the collection being reviewed need to be retained

- List created indicates number of copies to keep
- “Pull List” marked by student to indicate copy kept

<table>
<thead>
<tr>
<th>pbstk decision</th>
<th># copies on list</th>
<th>NOTE</th>
<th>CALL #</th>
<th>TITLE</th>
<th>BARCODE</th>
<th>DESCRIPT</th>
</tr>
</thead>
<tbody>
<tr>
<td>keep 1</td>
<td>2</td>
<td></td>
<td>LB518 .S33</td>
<td>Rousseau as educator [by]</td>
<td>39343010678364</td>
<td>152 p. port. 21 cm.</td>
</tr>
<tr>
<td>keep 1</td>
<td>2</td>
<td></td>
<td>LB 628 .G77</td>
<td>Pestalozzi &amp; education.</td>
<td>39343003565552</td>
<td>178 p. 19 cm.</td>
</tr>
<tr>
<td>keep 1</td>
<td>2</td>
<td>K</td>
<td>LB 628 .G77</td>
<td>Pestalozzi &amp; education.</td>
<td>39343015055608</td>
<td>178 p. 19 cm.</td>
</tr>
<tr>
<td>keep 2</td>
<td>5</td>
<td>K</td>
<td>LB775 .M727 1966</td>
<td>Dr. Montessori's own hand</td>
<td>39343003429973</td>
<td>192 p. illus. 21 cm.</td>
</tr>
<tr>
<td>keep 2</td>
<td>5</td>
<td>K</td>
<td>LB775 .M727 1966</td>
<td>Dr. Montessori's own hand</td>
<td>39343004352570</td>
<td>192 p. illus. 21 cm.</td>
</tr>
<tr>
<td>keep 2</td>
<td>5</td>
<td></td>
<td>LB775 .M727 1966</td>
<td>Dr. Montessori's own hand</td>
<td>39343004764295</td>
<td>192 p. illus. 21 cm.</td>
</tr>
<tr>
<td>keep 2</td>
<td>5</td>
<td></td>
<td>LB775 .M727 1966</td>
<td>Dr. Montessori's own hand</td>
<td>39343005329338</td>
<td>192 p. illus. 21 cm.</td>
</tr>
<tr>
<td>keep 2</td>
<td>5</td>
<td></td>
<td>LB775 .M727 1966</td>
<td>Dr. Montessori's own hand</td>
<td>39343011950341</td>
<td>192 p. illus. 21 cm.</td>
</tr>
</tbody>
</table>
Final Processing of Completed List

• Supervisor updates spreadsheet in Excel to indicate copy kept - adding barcode in ILS if necessary
• Spreadsheet reviewed and list of item records for copies withdrawn sent to Systems Librarian to create review file.
• Item records updated to withdrawn with
  
  *Internal Note (x)*

  *Duplicate copy withdrawal “date”*
Phase 3

Classed Serials - Deselection/Retention
Final step in downsizing collection

• Undoing collection practices of the past that encouraged an “add it all” mind set in processing gift serials -- In move to increase volumes counts
  ❖ Many duplicate volumes added
  ❖ Scattered and incomplete serial holdings added
• Moving low use research material to Storage collection
More than just a Deselection process

Manual process to review serials runs in Purdy Library circulating books collections to …

- Withdraw incomplete holdings and material no longer needed in WSUL collections
- Transfer low use runs needed to Storage collection
- Retain in primary space only select serial titles
Workflow

- List showing holdings for title in all locations created
- Reviewed by senior librarian who made all retention/location decisions and recorded decisions on print out
- Student pulled material from shelf
- Staff trained for serials work
  - Withdrew material
  - Transferred Serial runs to Storage collection
## Review list for Serials

<table>
<thead>
<tr>
<th>Record #</th>
<th>Title</th>
<th>Location</th>
<th>Call No.</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>b28475082</td>
<td>The health funds grants resource yearbook.</td>
<td>pbsstk</td>
<td>RA 410.53 .H44</td>
<td>(2001)</td>
</tr>
<tr>
<td>b14809862</td>
<td>National guide to funding in health.</td>
<td>pbsstk</td>
<td>RA 410.53 .N37</td>
<td>[1990]</td>
</tr>
<tr>
<td>b23914397</td>
<td>Advances in medical sociology.</td>
<td>pbsstk</td>
<td>RA 418 .A385</td>
<td>1 [1990]</td>
</tr>
<tr>
<td>b23914397</td>
<td>Advances in medical sociology.</td>
<td>ubstk</td>
<td>RA 418 .A385</td>
<td>v.8 (2002)</td>
</tr>
<tr>
<td>b25777178</td>
<td>Health services administration education.</td>
<td>pbsstk</td>
<td>RA 440.6 .H44</td>
<td></td>
</tr>
<tr>
<td>b21759728</td>
<td>AIDS related services for Michigan : resource d...</td>
<td>pbsstk</td>
<td>RA 644 .A25 R4</td>
<td>5 [1990]</td>
</tr>
</tbody>
</table>
Bonus from this process

- Serial runs were inventoried and holdings statements corrected or confirmed
- Item records created for transferred material -- improving retrieval process
- Withdrawal of incomplete holdings will reduce ILL requests for volumes never held

All projects contributed to database clean up
Deselection in Action
### Dollars & Sense - by the Numbers

<table>
<thead>
<tr>
<th>Library</th>
<th>Items Withdrawn</th>
<th>Total Items Withdrawn</th>
<th>Rentention Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MI-SPI</td>
<td>Dedupe</td>
<td></td>
</tr>
<tr>
<td>David Adamanany</td>
<td>5,830</td>
<td>Few Added to</td>
<td>5,830 $24,838.80</td>
</tr>
<tr>
<td>Materials Storage</td>
<td>93,600</td>
<td>7,490</td>
<td>101,090 $86,937.40</td>
</tr>
<tr>
<td>Neef Law</td>
<td>81</td>
<td>NA</td>
<td>81 $345.06</td>
</tr>
<tr>
<td>Purdy/Kresge Graduate</td>
<td>68,755</td>
<td>33,005</td>
<td>101,760 $433,497.60</td>
</tr>
<tr>
<td>Science &amp; Engineering</td>
<td>21,268</td>
<td>Previously deduped</td>
<td>21,268 $90,601.68</td>
</tr>
<tr>
<td>Shiffman Medical</td>
<td>845</td>
<td>773</td>
<td>1,618 $6,892.68</td>
</tr>
<tr>
<td>Totals</td>
<td>190,379</td>
<td>41,268</td>
<td>231,647 $643,113.22</td>
</tr>
</tbody>
</table>
THANK YOU!

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