Repurposing Space through Weeding Periodicals: Insights and Practical Advice

Sreedevi Satyavolu
Manager-ILL/Document Delivery/
Periodicals & Adjunct Reference Librarian
Adelphi University
Garden City, New York
Background

- Periodical Projects
  - Cancellation of periodicals
  - Record retention decisions of print titles in records
  - Updating periodicals holdings
  - Binding, barcoding & item record creation of bound volumes
- Relocation of periodicals
- Renovation of the main floor
  - Collaborative work spaces
  - Mobile Whiteboards
  - 3D Printing Studio
Laying the Groundwork

- Master list of print holdings
- Selector’s Review list
- Project Parameters
- Time Table
- Identifying project staff and the creation of a work plan
- Item Creation Training
- Weeding List
- Moving Titles list
- Tracking Progress
# Master List of Print Holdings

<table>
<thead>
<tr>
<th>Titles</th>
<th>Bib Record #</th>
<th>Print Holdings</th>
<th>Online Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIMS</td>
<td>14465450</td>
<td>Vol. XVI (2) Sept 2001 - Vol. XXV (1) Fall 2010</td>
<td>No online access</td>
</tr>
<tr>
<td>Alcohol Drugs and Driving</td>
<td>12909671</td>
<td>Vol.1 (1) Oct 1985 - Vol.10 (1) March 1994</td>
<td>No online access</td>
</tr>
<tr>
<td>Alcohol health and research world</td>
<td>1317060</td>
<td>Vol. 14 (1) 1990 - Vol. 22 (4) 1998</td>
<td>Yes</td>
</tr>
<tr>
<td>Aldrichimica Acta</td>
<td>12708227</td>
<td>Vol. 14 (1 1981) - Vol. 26 (3) 1993</td>
<td>No online access</td>
</tr>
<tr>
<td>American Annals of the Deaf</td>
<td>13125308</td>
<td>Vol. 149 (1)2004 - current</td>
<td>Yes</td>
</tr>
<tr>
<td>American Anthropologist</td>
<td>1312531x</td>
<td>Vol. 103 2001 - current</td>
<td>Yes</td>
</tr>
<tr>
<td>American Art</td>
<td>13667129</td>
<td>Vol. 5 1991 - Vol. 11 1997</td>
<td>Yes</td>
</tr>
<tr>
<td>Title (Selector - AG)</td>
<td>Loose Issues</td>
<td>Print Holdings</td>
<td>Decision</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>-------------------------------</td>
<td>----------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>American Journal of Psychotherapy</td>
<td>Vol. 50, 1996 - current</td>
<td>Vol. 34 1980- Vol. 64 (4) 2010</td>
<td>Retain current year only</td>
</tr>
<tr>
<td>Attention, Perception and Psychophysics</td>
<td>Vol. 71 ('09) - V.74, 2012</td>
<td>Vol. 71 ('09) - V.74, 2012</td>
<td>Discard</td>
</tr>
</tbody>
</table>
# Project Tracking

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Assigned to the Unit/ Individual</th>
<th>Timeline</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Selector's Review List</td>
<td>ILL/Periodicals - SS</td>
<td>June 6th, 2014</td>
<td>Not all received</td>
<td>EB titles need to be reviewed again</td>
</tr>
<tr>
<td>Weeding</td>
<td>ILL/Periodicals - SS &amp; Students</td>
<td>June 6th, 2014</td>
<td>In progress</td>
<td></td>
</tr>
<tr>
<td>Binding</td>
<td>ILL/Periodicals - SS</td>
<td>June 6th, 2014</td>
<td>In progress</td>
<td></td>
</tr>
<tr>
<td>Periodical Retention Decisions</td>
<td>ILL/Periodicals - SS</td>
<td>June 6th, 2014</td>
<td>In progress</td>
<td></td>
</tr>
<tr>
<td>Updating Periodical Holdings</td>
<td>ILL/Periodicals - SS</td>
<td>June 6th, 2014</td>
<td>In progress</td>
<td></td>
</tr>
<tr>
<td>Current Periodicals Shifting</td>
<td>ILL/Periodicals - SS &amp; Students</td>
<td>August 24th, 2014</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>Barcoding and Labeling of Bound volumes only</td>
<td>Cataloging- AC</td>
<td>Sept 30th, 2014</td>
<td>In progress</td>
<td></td>
</tr>
<tr>
<td>Item Creation/ Acquisition</td>
<td>Acquisitions/ ILL &amp; Periodicals - SS</td>
<td>Sept 30th, 2014</td>
<td>In progress</td>
<td></td>
</tr>
<tr>
<td>Titles (Selector- LW)</td>
<td>Bib Record #</td>
<td>Retention Decision</td>
<td>Barcode</td>
<td>Item Record</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>--------------</td>
<td>---------------------</td>
<td>---------</td>
<td>-------------</td>
</tr>
<tr>
<td><strong>ABNF Journal</strong></td>
<td>13671558</td>
<td>Current 2 yrs in Racks</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Advances in Nursing Science</strong></td>
<td>12795896</td>
<td>Vol. 1 1978 - Vol. 33, 4 2010 - Current</td>
<td>DH</td>
<td>DH</td>
</tr>
<tr>
<td><strong>Alcohol health and research world</strong></td>
<td>1317060</td>
<td>Discard all</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>American Journal of Clinical Nutrition</strong></td>
<td>13125801</td>
<td>Vol. 18, 1966-current</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>American Journal of Health Promotion</strong></td>
<td>13679491</td>
<td>Vol. 6, 1992-1993-current</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>American Journal of Hospice &amp; Palliative Care</strong></td>
<td>14451724</td>
<td>Vol.17(4) July 2000 - Vol.21(1), 2004</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Retention and Weeding Criteria

- Subject Area Title Review
- Available Elsewhere
- JSTOR
- Local or State History
- Mold /Damaged/ Large gaps
- No PDF
- Online Access & Alternate Formats
- Outdated Information
- Usage Statistics
- Work of Historical Significance
Challenges

- Staffing
- Short Timeline
- Short Staffed
- Project Staff vacation
- Book carts
- Managing regular departmental work
- Semester End and Finals
- Completing projects before moving date
- Shelf space
It is all about Communication

- Weekly Meetings with Administration
- Meetings with Selectors
- Project Team meetings
- Making clear Deadlines
- Signage for patrons and University Announcements
- Unit communication
Moving Plan & Checklist - 1

- Current and proposed space configuration
- Remove all the weeded titles
- Shelve back all periodicals
- Shelf reading
- Secure the loose issues to be retained
- Prepare a moving schedule
- Make a list of shifting supplies
- Measure the space needed for shelving the current collection (count current and new shelves)
Moving Plan & Check List - 2

- Calculate shelves according to the growth space
- Make copies of moving master list for the moving team
- Create a shifting team and designate the shift supervisor
- Train the moving team
- If the library is open, notify campus with interim servicing plan
- Other Logistics
# Statistics

<table>
<thead>
<tr>
<th>Titles / Volumes #</th>
<th>Decisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1510 titles</td>
<td>Reviewed</td>
</tr>
<tr>
<td>540 Titles</td>
<td>Retain – Short term (Embargo / JSTOR)</td>
</tr>
<tr>
<td>45 Titles</td>
<td>To be reviewed again</td>
</tr>
<tr>
<td>14,731 physical volumes</td>
<td>Retained</td>
</tr>
<tr>
<td>6,606 volumes (estimated)</td>
<td>To bind</td>
</tr>
</tbody>
</table>
Yahoo – Finished Moving
Next Step

- Complete periodicals projects on hold
- Reorganization of current periodicals and restart in-house usage statistics
- Servicing of collection moved
  - Bound Periodicals request
  - Document Delivery service
Practical Advice/Tips - 1

- Create a Comprehensive Plan
- Check Policies
- Create a check List
- Have Reasonable goals
- Determine your space
- Involve Everyone
- Identify partners & determine Workflow
- Work with the Library subject Liaisons closely
- Best time to Weed & Move
Practical Advice/Tips - 2

- Communication, Communication and Communication
- Save all communication and Selectors decisions
- Collaborate with Teaching Faculty for more informed decisions.
- Check Interdisciplinary titles
- Encourage selectors to take a hard look at Art and Science titles.
- Have a Plan B
- Do a postmortem of the project
- Continuous Review, Evaluation and Weed year-round
Questions to Consider before Weeding & Shifting

- Do you have an updated weeding policy?
- What are the usage statistics of each journal for last 10 years?
- How do you plan to consult the faculty?
- How large is your storage facility?
- Do you have enough staff for moving?
- What variables to consider for de-accessioning print journals?
- What about the servicing of the collection in storage?
- How do you plan to manage other pressing areas of work during this labor intensive and time sensitive project?
- What to do with weeded volumes (Rebind/Mend/Donate/Replace or discard)?
My Two Cents

- Maintaining collection in a limited space is hard. Rather than waiting to respond for some crisis, make weeding as a part of regular duties.
- Weeding requires a lot of patience, perseverance, some diplomacy, attention to details and efficiency at all levels. Don’t rush and seek help from your colleagues.
Questions/More Information

Sreedevi Satyavolu
Manager- ILL/Document Delivery/ Periodicals
&
Adjunct Reference Librarian
Adelphi University
New York
Email: ssatyavolu@adelphi.edu