

How to Weed 70,000 Government Documents in Less Than One Year!

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November 9, 2012

Assumptions

- **Government documents at BGSU**
estimated as many as 800,000
 - 400,000 cataloged
 - 400,000 uncataloged
- **Way wrong!**

Changes at BGSU

- **Government Documents staffing**

- F-T staff retired in June 2010

- **Transition July 2010/June 2011**

Team approach – no F-T documents staff

- Temp new librarian for 1 year
- Serials Coord, 1 staff (P-T), 1 cataloger (P-T)
- One exceptional student employee with documents experience

Changes at BGSU (Cont.)

- **New configuration July 2011 / June 2012**

Team approach – no F-T documents staff

- Ref/Docs librarian
- Serials Coord, 1 staff (P-T), 1 cataloger (P-T)
- One exceptional student employee with documents experience
- Other student employees as needed

Need to weed

- **Space pressures**

- University's Learning Commons entered library space
- Collection had not been weeded for many years due to other priorities

Original plan

- Ref/Docs librarian reviewed item by item and put a color-coded paper flag in pieces to be weeded or cataloged; if no flag, keep on shelf.
- Student employees
 - Pulled flagged items and entered data in a pre-formatted spreadsheet
 - Shelved items in designated space to hold for 30 days
 - After 30 days, for items with barcodes, updated item records using macros in Millennium

Original plan (Cont.)

- Cataloger coded records for deletion and updated OCLC
- Student employees
 - Stamped items for withdrawal
 - Put items in recycle bin
- Serials librarian notified Ref/Docs librarian when students were ready to process more items.
- **Results** : Very slow progress
 - about 500 items/month

New Developments

- **Eureka!** Unanticipated staffing provided!
- Due to transferring records to OHDEP catalog , temporary staff (NSLA) and student employees at NWORBD needed work.
- Approximately 60 hours/week was added to project.

Staff involved

- The new staff member performed a variety of tasks related to the processing of gov docs selected for de-accessioning.
 - Supervise students
 - Solve problems
 - Facilitate communication
 - Track work
- Additional staff
- Continuing staff

New plan

- Ref/Docs librarian reviewed item by item and put a color-coded paper flag in pieces to be weeded or cataloged; if no flag, keep on shelf.
 - Assistance for 1.5-2 hours/day.
- New staff member and student employees
 - pulled flagged items and entered data in a pre-formatted spreadsheet
 - shelved items in designated space to hold for 30 days

New plan (Cont.)

- After 30 days, student employees
 - pulled items with barcode and passed to temp staff
 - pulled items with no barcode
 - stamped for withdrawal and put in recycle bins
- Temp staff member updated item records for items with barcodes using macros in Millennium
- Student employees stamped for withdrawal and put in recycle bins

New plan (Cont.)

- Cataloger coded records for deletion and updated OCLC
- Weekly STAND-UP meeting

Production 2011/2012

Aug 2011	873
Sep 2011	516
Nov 2011	501
Dec 2011	3,219
Jan 2012	6,176
Feb 2012	9,738
Mar 2012	10,479
April 2012	12,793
May 2012	11,623
June 2012	3,303
July 2012	7,609
Aug 2012	2,727

● **TOTAL 69,557**

End Result

- **87,565 print monographs on shelves**
(incl. 5000 est. uncataloged)
- **287 print serial titles**
- **357,000** for ALL formats of items in docs collection (incl NWORBD)
- Some very “interesting” things found!
- Found significant amount of uncataloged material

Clean up

- Cataloging of est. 5000 uncataloged items
- Checkin records
- Re-boxing and re-labeling boxes
- Shifting documents to smaller footprint

Unanticipated issue

- Government document periodicals shelved in main periodicals
 - About 90 titles
 - Older volumes at NWORBD
 - Periodicals weeding project and records moving to OHDEP catalog

Next steps

- **NWORBD** – Review 91,000 government documents at NWORBD for weeding
 - BGSU not moving docs records to OHDEP catalog
- **Review for weeding?**
 - CDs & DVDs; Maps and posters; Microfiche
 - Ohio, Canadian, county and city documents
- **Legacy planning**

Thanks!

Questions?

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