



BOOKMARK FACT SHEET

Weeding

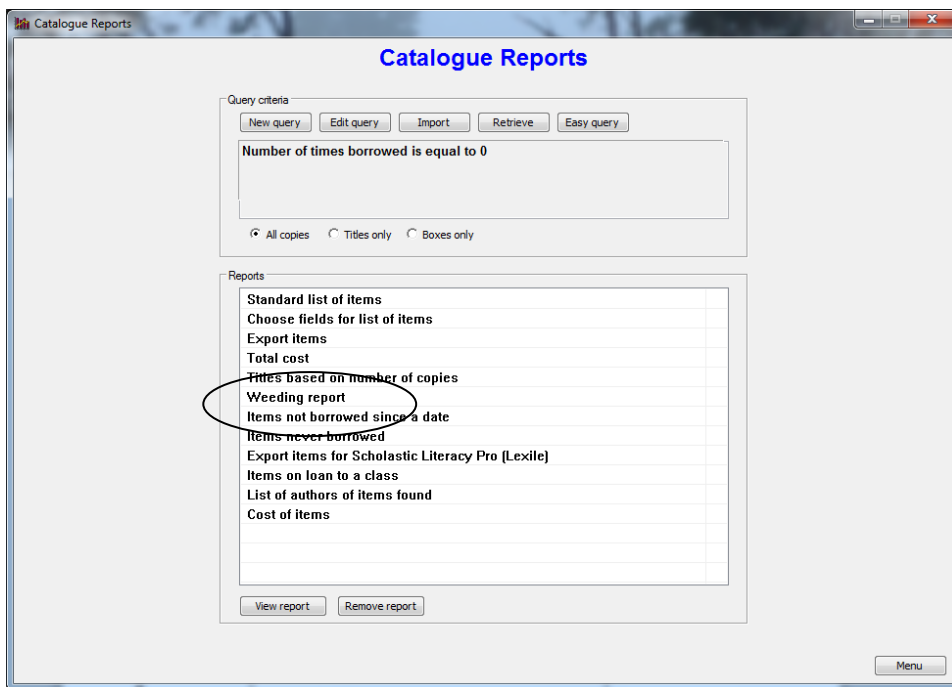
May 2015

There are steps to weeding in Bookmark.

1. Determine what is to be discarded through searching.
2. Evaluate and find the materials on the shelf and make decisions, putting selected materials onto trolley, etc.
3. Delete the items, storing them in the deletions file.
4. Prepare any reports required by principal, auditor.
5. Process the books. Stamping on them, removing barcodes or whatever.

1. There are a number of searches in Bookmark to help determine what should be looked at and weeded. Some guidelines are listed at the end of this factsheet. Within Bookmark, the queries to find out whether books have never been borrowed or not borrowed are number of time borrowed=0 or Due Date less than or equal 31-dec-08 (a specified cut-off date). This can be further refined to cover only a specific item type or location. Ring the Help desk for assistance in determining the search.

Field	Condition	Value
Number of times borrowed	is equal to	0



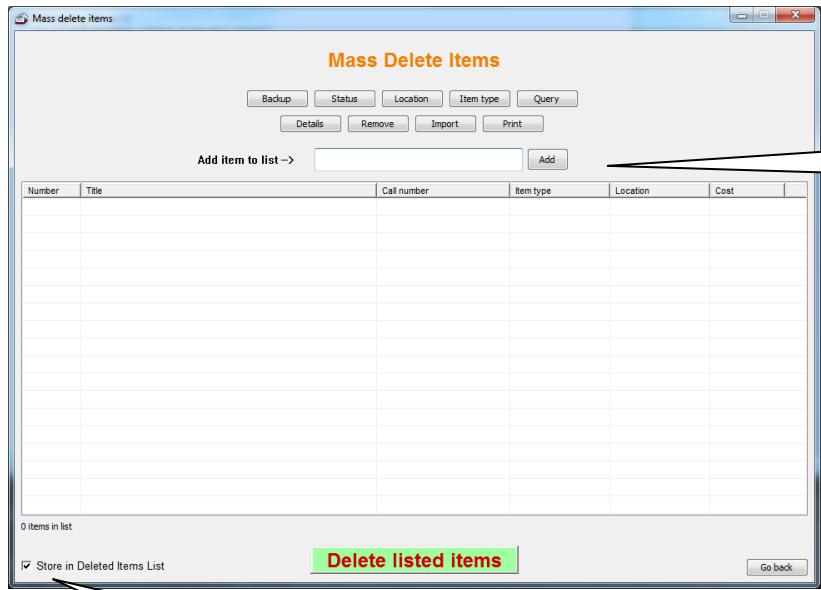
For example, sort them into call number order for easy shelf perusal. Is it necessary to know how many times the item has been borrowed, when it was bought, how much it cost, what the status of the item is, as if it has been missing for a reasonable period of time. Click on weeding report to get the information.

Number	Title	Call number	Accession	Due date		
33	Dancing in the Anzac deli.	F WHE	14/08/1995	27/03/2000	0	1
64	Document Camera ELPDC06 #10		09/11/2010	09/11/2010	0	1
105	Women in art and music	709 2 ROL	02/08/2010	02/08/2010	0	1
199	Ape / Shark	599 EYE TR	25/08/2010	25/08/2010	0	1
201	Cat / Dog	599 EYE TR	25/08/2010	25/08/2010	0	1
205	Island / Seashore	599 EYE TR	25/08/2010	25/08/2010	0	1
207	Bird / Tree	599 EYE TR	27/08/2010	27/08/2010	0	1
213	Free Willy Special Edition DVD	F FRE TR	27/08/2010	27/08/2010	0	1
220	The magic pudding	F LIN TR	27/08/2010	27/08/2010	0	1
221	The BFG	F DAH TR *	27/08/2010	27/08/2010	0	1
224	Play school: Come and Play - Dinos...	F PLA TR	27/08/2010	27/08/2010	0	1
230	Angelina ballerina: the Big Performa...	F HOL TR	30/08/2010	30/08/2010	0	1
231	Wiggle bay	F WIG TR	27/08/2010	27/08/2010	0	1
260	The Chronicles of Narnia; The Silver...	F LEW TR *	30/08/2010	30/08/2010	0	1
263	Thomas the tank engine and friends...	F AWD TR	30/08/2010	30/08/2010	0	1
264	Hi-5; Team Hi-5	F HI TR	30/08/2010	30/08/2010	0	1
270	Olga meets her match	F BON	14/08/1995	10/09/2002	0	1
271	The Chronicles of Narnia: Prince Ca...	F LEW TR *	30/08/2010	30/08/2010	0	1
277	Roald Dahl audio books 10 Dahl Puff...	F DAH TR *	22/11/2010	22/11/2010	0	1
282	Roald Dahl audio books Danny the ...	F DAH TR *	22/11/2010	22/11/2010	0	1
284	Roald Dahl audio books Charlie and ...	F DAH TR *	22/11/2010	22/11/2010	0	1
288	Roald Dahl audio books Charlie and ...	F DAH TR *	22/11/2010	22/11/2010	0	1

Click on call number to put them in shelf order

Apply criteria for weeding.

Once there are piles on book on the trolley , they must be deleted from the system. Go to cataloguing /Delete item/mass delete

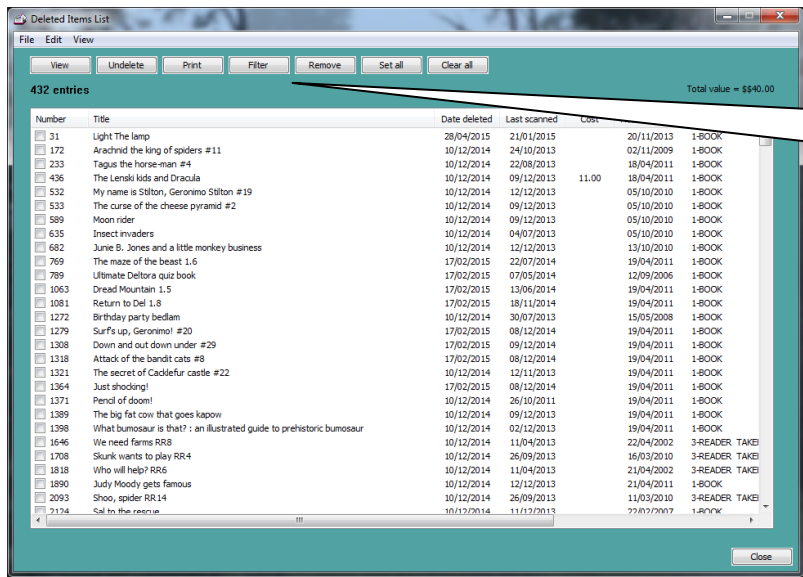


Scan the barcode and press Add

Make sure "store in the deleted item" is ticked. There are rules about how long information should be kept. depend on audit rules. Check !!!!!!!

Once scanned, press the delete key. The program ask Are you sure? Press yes and it is done. In SA some information is kept for 3 months, other info for 2 years, and even more for 7 years. However it is advisable tick the store in deletions list, just to be safe.

The deleted books are stored in the deletion list .



Filter to check for the auditor

Then process the items themselves, stamping cancelled across your school stamp.

Weeding barcode

If you create a status called weeding.(in Control/Cataloguing list/statuses) If you decide to get rid of the odd book , just return it and types status and the number for your weeding status. Better still make up a weeding barcode(in Control/Cataloguing list /statuses and press the barcode button., you Then you can scan the barcode without having to type status number. Thn at the end of the year bulk delete by status.

Helpful information

From SCIS Connections:

http://www2.curriculum.edu.au/scis/connections/issue_62/secret_library_business.html
http://www2.curriculum.edu.au/scis/connections/issue_63/secret_library_business_part_2.html

CRITERIA FOR WEEDING

(Useful information.The Dept of Education in WA from 1998.)

1. PHYSICAL CONDITION

Discard items which:

- ◆ are soiled or badly worn, particularly those with missing pages, brittle or dirty paper, e.g. hardbacks, study print, posters;
- ◆ have a short life and have become worn and tatty, e.g. paperbacks, and
- ◆ are non-print and damaged to the point of not being usable, e.g. scratched films, kits with missing parts.

Popular books may be considered for repair. It is often advisable to buy a second copy.

2. CONTENT AND FORM

This is usually more difficult to evaluate.

Consideration for removal should be given to resources which:

- ◆ are more than 10 years old or are out of date either in their information or their pictorial format;
- ◆ present theories or concepts which have been disproved or altered significantly;
- ◆ present stereotypes of race, culture or sex role, or
- ◆ no longer meet curriculum needs and teaching methods.

2.1 Areas of Special Consideration for weeding

Non-Fiction

All areas of the library resource centre collection should be subject to frequent review and assessment. The following guidelines may be helpful when weeding specific areas of the collection. Each title needs to be considered individually and consideration should be given to the teaching and learning programs operating in the school before removing resources.

000 Resources in the computing area will date quickly. Examine closely anything over five years old.

- 100 Consider weeding outdated descriptions of psychological problems.
- 200 Remove old information about sects and religions.
- 300 Discard outdated law and government resources. Discard information on outdated social issues.
- 400 Consider the removal of old dictionaries.
- 500 Examine closely resources over five years old. Discard those with obsolete information and outdated pictorial formats.
- 600 Resources over five years old, particularly those on technology and medicine need to be examined closely.
- 700 Consider the removal of dated works on photography, music, art and sport. New editions and works with superior illustrations need to be considered.
- 800 Examine closely older literary works which have lost their appeal.
- 900 Weed outdated geography and history resources, particularly where the title dates materials and where names of countries have changed. Retain resources that pertain to the history of the school and community.

Reference

Examine closely anything over five years old. Outdated multi-volume encyclopaedia sets have limited value.

Fiction

Stereotyped fiction, poorly written fiction and unused “old” fiction, popular many years ago, should be seriously considered for weeding. “Classics” and award winners should not be discarded.

Other

Audiovisual resources, especially where equipment no longer supports usage, charts, maps, periodicals, study prints and vertical files need to be regularly assessed.

3. USE PATTERNS

Discard items in areas of declining use such as where:

- ◆ a particular resource or subject was popular and interest has waned;
- ◆ materials were acquired to meet the needs of a specific group of students and these needs no longer exist, e.g. materials in another language which is no longer studied in the school, or

- ◆ the items have had no recent use, despite promotion.

The C.R.A.P. principle from Ocean View College In SA

C current R reliable A authoritative P purposeful

SA DECD archiving details with comment re Bookmark in red.

Loans and returns records ; loanlog GDS22(v1): 1.19.1 – Records relating to the control of issuing and returning books – TEMPORARY Destroy 7 years after last action (i.e. School clearance forms)

School clearance forms are not mandatory. An archive backup covers this..

Edsas for purchases Donations? GDS15(v7): 9.3.1 – Records relating to the acquisition of external publications and library materials, including subscriptions to journals, orders, approvals, etc. – TEMPORARY Destroy 7 years after last action.

Covered by EDSAS

Donations? GDS15(v7): 9.3.2 – Records relating to publications and library materials received from other agencies or external organisations. Includes library materials. – TEMPORARY Destroy 3 months after last action.

Covered by EDSAS

What do they mean by this one? GDS15(v7): 9.26.5 – Records relating to maintenance of agency library and resource centre catalogues – TEMPORARY Destroy 2 years after last action.

Technical maintenance.School's issue.

Deletions file????? GDS15(v7): 9.34.5 – Records relating to the disposal of library materials and other information products – TEMPORARY Destroy 7 years after last action

Deletions file.

Statistics GDS15(v7): 9.40.4 – Consolidated records relating to library services provided by the agency. Includes summaries of acquisitions, loans, users etc – TEMPORARY Destroy 2 years after last action.

The archive backup should cover this .

Loans and returns Loanlog GDS15(v7): 9.40.5 – Routine management of library **services?** provided by the agency including provision of materials and records of individual users, loans and inter-library loans – TEMPORARY Destroy 2 years after last action.

The Archive backup.

GDS15(v7): 9.40.6 – Reference material relating to library services including publisher's catalogues, price lists, information from other libraries and agencies, etc. – TEMPORARY – Destroy 3 months after last action.

Stocktake this is methodology.Should advise correctly GDS15(v7): 9.59.1 – Records relating to routine inventories of records, library materials and information management equipment – TEMPORARY Destroy 2 years after last action.

Manually generate report.

GDS 22 – <http://www.decs.sa.gov.au/docs/documents/1/GeneralDisposalSchedule22.doc>

GDS 15 – http://www.archives.sa.gov.au/files/management_GDS15_schedule.pdf