

# Party in the Garden

Weeding and Sustaining an Aging Print Collection



# Introductions



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# Background

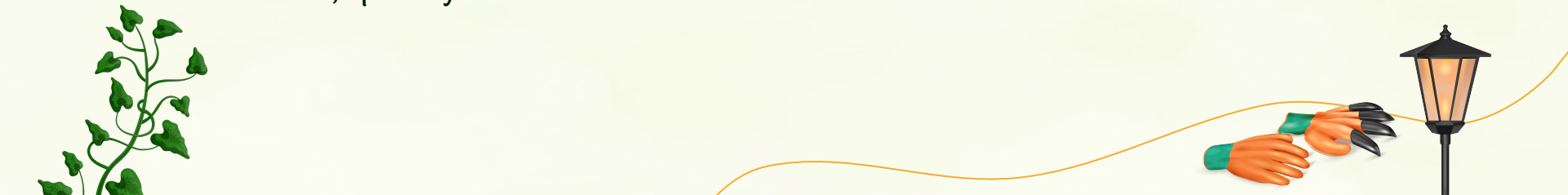
**Fall 2025 Full-Time Enrollment:** 8,157

**Library Staff:** 27, with 20 actively involved in weeding

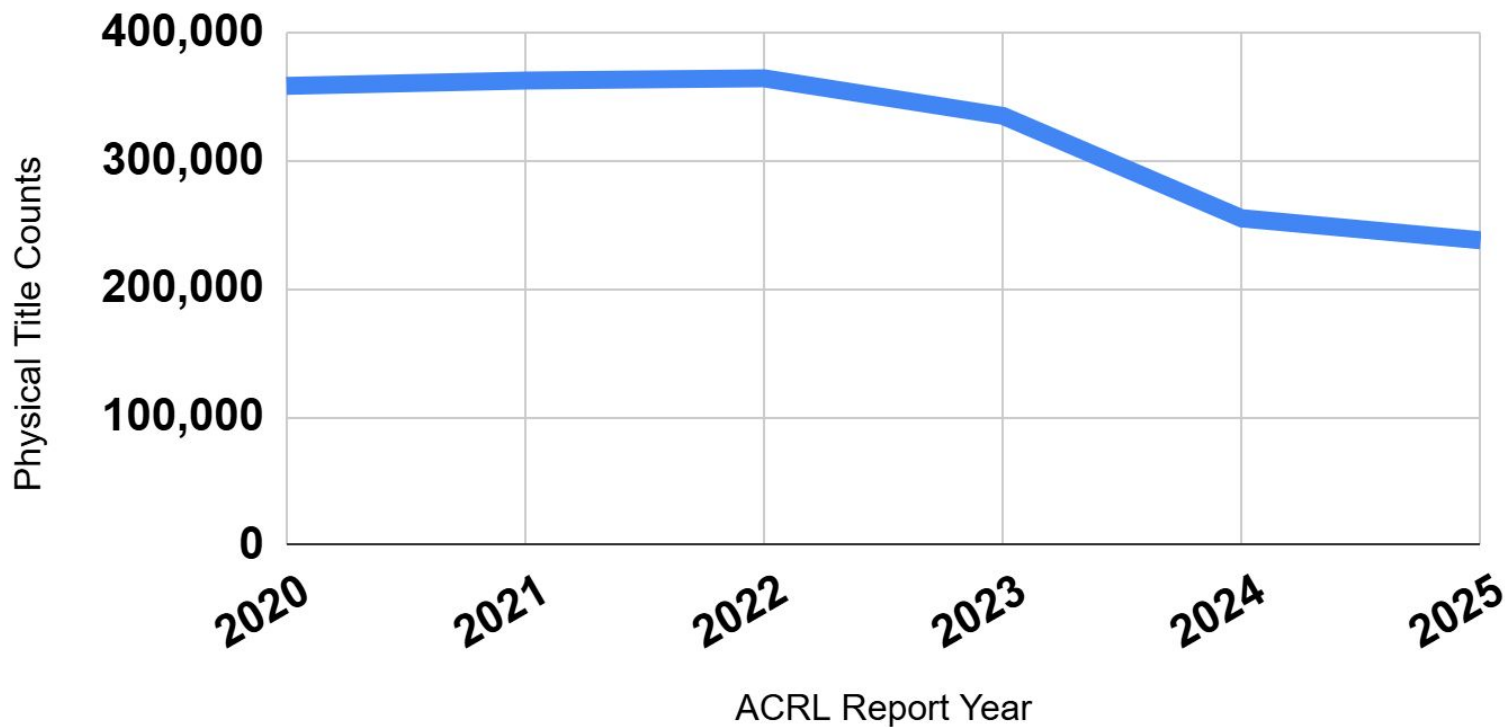
**Total Physical Titles in 2020:** 358,440

**Total Physical Titles in 2025:** 238,057

**Emergency Response:** Decaying microfilm, building changes, space constraints, quality concerns



# Physical Collection Changes





# Party Planning

Before you dig in, there are a few things to accomplish first!



# Collections Policy

Approved by the Library Leadership Team on November 28, 2023.

Last revised on January 27, 2026.

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# Confirm your Collections Policy covers collection management activities



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<https://z.umn.edu/umd-policy-collections>

# Determine whether there are restrictions on withdrawing any items in your collection

10,160

3,058

## UM System

Number of items retained as part of our retention agreement with other UM system campuses

## Minnesota Shared Print

Number of items retained as part of our membership with the Minitex Shared Print Operations Committee (MNSPOC)

2,084

## Local Decisions

Number of items retained for local reasons (for example, part of the Sàmi Collection)

# Develop a standardized way to pull the data you need for decision making

**Dashboard Filters**

**Filter by Item Details**

\* LC Code: AE

LC Number Between: [ ] - [ ]

\* Publication Year <= 2005

\* Item Creation Date <= 05/31/2016

\* Last Loan Date <= 05/31/2016

\* Num of Loans <= 2

Retention Required? No

In Sámi Collection? No

UMD Author? No

Evaluated Since 2021? No

Apply Reset

**Filter Notes**

- **Publication Year.** By default this includes only items published more than 20 years ago.
- **Item Creation Date.** By default this includes only items created more than 10 years ago OR with no recorded creation date.
- **Last Loan Date.** By default this includes only items last loaned more than 10 years ago OR with no last loan date recorded.
- **Num of Loans** By default this includes only items with 2 or less loans recorded.
- **Retention Required?** By default this excludes items we have committed to retain.
- **In Sámi Collection?** By default this excludes items that are part of the Sámi Collection.
- **UMD Author?** By default this excludes items that have an Honoring UMD Authors note.
- **Evaluated Since 2021?** By default this includes titles that have already been evaluated since 2021.

**Problems/In Progress**

- **Leaving a dashboard filter blank means the default filter built into the report will still apply.** You will need to enter something in the field to override the default built into the base report. The base report needed to have a default built into it because the sheer mass of data in the unfiltered report causes it to fail to load.
- **Holdings Comparison.** The downside of pulling item-level lists is that it is far more difficult to pull in holdings data for other campuses. It is possible we may need to build a second list that pulls only holdings details for all campuses and use VLOOKUP in Google Sheets to add those details to the evaluation spreadsheet. This may not be information we can easily access and filter on in the Alma Analytics dashboard. Stay tuned! Nichole is still investigating.

## Totals with all dashboard filters

### Totals with All Dashboard Filters Applied

Counts only titles included in the evaluation list.

Title Count	Item Count	Num of Loans
9	87	4

Refresh

### Totals by Call Number

Counts for all items in the range. Ignores all filters other than for LC code and range.

Title Count	Item Count	Num of Loans
14	145	46

Edit - Refresh - Export

## Evaluation List

Permanent Call Number	Description	Title	Author	Author (contributor)	Num of Loans	Last Loan Date	Series Statement	Edition	Publication Year	Publisher	Place of Publication - State	Place of Publication - Country	Subjects	Evaluated Since 2021	In Sámi Collection	Honoring UMD Authors	Has Committed To Retain	ISBN	ISSN	OCLC Control Number (035a)	MMS Id	Item Creation Date
AE1_M43 2000		The medieval Hebrew encyclopedias of science and philosophy : proceedings of the Bar-Ilan University conference /	Harvey, Steven, 1949-		0		Amsterdam studies in Jewish thought; v. 7		2000	Kluwer Academic Publishers		Netherlands	Encyclopedias and dictionaries, Hebrew--History and criticism.; Jewish learning and scholarship--History--To 1600.; Jewish	No	No	No	No	079238242X; 9780792382425		43615738	9921058940001701	03/15/21

# Make sure you have a way to track projects

Collection Management (<https://z.umn.edu/umd-cm>)



Approved by Collections 2

## UPCOMING

Projects, tasks, and improvements scheduled for future evaluation.

Electronic Resources

Link Checking Pilot Project

+ Add a card

Research & Learning 11

## IN PROGRESS

WITH RESEARCH & LEARNING

Projects, tasks, and improvements being worked on by R&L.

Physical Resources Books

Reference FY-2026

Apr 8 - Aug 21

2/14 • Aug 21

Item Count: 1,665

+ Add a card

Access & Collection Services 3

## IN PROGRESS

WITH ACCESS & COLLECTION SERVICES

Projects, tasks, and improvements being worked on by ACST.

Physical Resources Books

General Collection FY-2026

RC628-628.5 - Internal medicine | Metabolic diseases | Obesity/weight loss

Started: Dec 15, 2025

4/6 Item Count: 21

+ Add a card

Complete 116

## COMPLETED

Projects, tasks, and improvements that have been completed in the current Fiscal Year (FY-2026).

Electronic Resources Books

FY-2026

Credo Reference Selection List

Apr 9 - Apr 24

Physical Resources Books

+ Add a card

Cancelled 1

Statistics 4

8

General Collection Lists in Progress

Items Withdrawn

10,666

Total items withdrawn this FY

Item Count

10,198

Items pending evaluation

+ Add a card

# Set a method for accepting project proposals



## General Book Collection Evaluation List Request Form

After testing the parameters for generating an evaluation list in the UMD Book Collection Evaluation dashboard, please fill out this form to officially initial the evaluation process. Your request will be sent to Nichole, who will provide you with the evaluation spreadsheet, setup a card in the [Collection Management Trello](#) for progress tracking, and make note that evaluation has started in the [General Collection Evaluation Tracking by LC Classification](#) spreadsheet.

### Note:

- We will exclude all items that we have committed to retain from evaluation lists.
- We will exclude all items that are part of the Sámi Collection from evaluation lists.
- We will exclude all items that have already been evaluated since 2021 (for now).

Please see this [spreadsheet for list requests already submitted](#).

**If you would like to make a custom request for a list that can't easily be pulled with the evaluation dashboard, please submit your proposal to [libcolt@d.umn.edu](mailto:libcolt@d.umn.edu) for review**, so the Collections Committee can (a) discuss the best way to support your request, (b) determine whether the request may have broader applications other liaisons may be interested in, and (c) determine the impact the request may have on other collections projects.

This form is automatically collecting emails from all respondents. [Change settings](#)

### Collaborator(s)

If you will be collaborating on the list with someone, please name who you will be looking at the list with.

Short answer text

### LC Call Number Range \*

Please submit a form for each list. We will not be combining different ranges into one list.

Examples:

- D1-34
- R-RB (all numbers)

Short answer text

Upload a screenshot of the filters you wish to apply in the UMD Book Evaluation Dashboard \*

↑ Add file

 View folder



# Scheduled Activities

Our workflow is tracked through checklists in Trello.



Access & Collection Services ▾

○ RC628-628.5 - Internal medicine | Metabolic diseases | Obesity/weight loss

+ Add

Links

 [RC628-628.5 - Internal medicine | Metabolic diseases |...](#)

⋮

Evaluation Workflow

Hide checked items

Delete

67% 

~~Generate list for evaluation with appropriate data.~~

 Dec 15, 2025  ⋮

~~Send list for evaluation to liaisons.~~

 Dec 15, 2025  ⋮

Evaluate items to set keep and discard decisions.

 May 19  ⋮

~~Generate list of of items to discard.~~

 May 21  ⋮

Pull items for discard from shelf.

 LW  ⋮

Withdraw items from the library catalog.

  ⋮

# Provide the Evaluation List

Decision	Tr	Liason Notes	Permanent Call Number	Description
Keep			AC1.E8.1907X	no.259
Discard			AC1.E8.1907X	no.260
Offered to ...			AC1.E8.1926	no.775
			AC1.E8.1927	no.680

Filters applied to evaluation list:	
Field	Value
LC Classification Code	AC;AE;AG;AI;AM;AN
LC Number Range	
Begin Publication Date	<= 2005
Item Creation Date	<= 12/15/2015
Last Loan Date	<= 12/15/2015
Num of Loans	<= 2
Retention Required?	No
In Sámi Collection?	No
UMD Author?	No
Evaluated Since 2021?	No

Date report retrieved: 12/15/2025

Totals with All Dashboard Filters		
Counts only titles included in the evaluation list.		
Title Count	Item Count	Num of Loans
249	611	408

Totals by Call Number		
Counts for all items in the range.		
Title Count	Item Count	Num of Loans
274	662	433

Totals by Call Number				
Keep	Discard	Offered To Archives	In Progress	See Notes
23	418	1	169	1
3.76%	68.41%	0.16%	27.66%	0.16%

Under Evaluation
92.30%
% of total items in range that match the set evaluation criteria

## Instructions



By selecting the **Offered to Archives** option, you are confirming that you have/will be responsible for offering the item to Aimee according to the [Offer to Archives & Special Collections Procedure](#).

By checking the **See Notes** box, you are indicating that the item requires some sort of special attention from Technical Services before it can officially be discarded or marked to keep. Examples of circumstances where you might use a note include (but are not limited to):

- You wish to transfer the item to a different collection (for example, into Children's Lit)
- You wish for us to discard related items that may not be on the list, such as earlier editions, additional volumes of a series, or duplicates



# Deselection Criteria

- Relevance to the curriculum, faculty research, and/or student interests
  - Requirements for program certifications
  - Inclusion and representation of voices of oppressed, underrepresented, and underserved people
  - Quality of content, with consideration for:
    - Timeliness and lasting value of the material
    - Selector knowledge of the author, issuing body, and/or publisher
    - Literary, artistic, or social value
  - By and/or about UMD faculty, staff, or alumni
- 
- 

# Deselection Criteria (cont.)

- Age and condition of items
- Usage statistics (circulation data, interlibrary loan requests, COUNTER reports, or other appropriate metrics)
- Availability of the title in other libraries
- Availability of comparable resources in the collection or online
- Obsolescence of format and/or equipment needed to use materials
- Retention commitments
- Availability of space



# Evaluation Methods

- In the spreadsheet
- At the shelf
- Prioritizing access



# Evaluation Challenges

- Who should be aware that an item might be weeded?
- Outdated? Or necessary historical context?
- What constitutes harm to our community?



# Outlets for extra equipment



- Waste Management - book recycling
  - Books for Africa, Better World Books, Moose Lake Prison
- Replay Workshop in Proctor - plastic boxes
- Minitex - book ends
- UMD - scrap metal for shelves



# Withdrawal Process



## WEEDING CHECKLIST

- Match barcode
- NOS or ✓
- Shift

- 
- Shelf behind desk
  - Scan
  - Wait for Natalie

- 
- No CDs 
  - No spiral bounds 
  - No 3-ring binders 
  - No plastic of any kind
  - No paperclips



**Stop** when the dumpster is 2/3 full and notify your supervisor.



# Your turn!

- Would you keep this title? Why or why not?
- Is there any other information you would want before making a decision?
- Is this a book you would replace with a newer title? Why or why not?





# Thanks!

*Do you have any questions?*

Slides: [z.umn.edu/WeedingParty](https://z.umn.edu/WeedingParty)

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