

## Procedure for Building, Maintaining, and Weeding the Bookmobile Collection

### Librarian Responsibilities:

- Librarian will provide ongoing review of the collection in order to make purchasing and weeding decisions.
- Librarian will consider the following criteria when making decisions whether to *replace* or *need* an item.
  - Is the item damaged?
  - Is information contained in the item out of date or incorrect?
  - Is the item obsolete?
  - Are there multiple copies of the item?
  - Condition of the item
  - Visual appeal of the item cover (for example original Nancy Drew covers would have Nancy dressed like your grandmother)
  - Do circulation statistics show that item has not checked out in more than a year?
- Librarian will maintain the collection size between 19,000 - 25,000 items. If there is a reason to have a smaller or larger collection to meet community needs, librarian will discuss this with USL Staff.
- Librarian will order materials appropriate to customer needs and interests, within budget constraints, using approved State of Utah vendors.
- Librarian will expend collection budget evenly throughout the year; approximately 10% of collection budget will be expended each month.
- Librarian will build and maintain a balanced collection that reflects diversity of opinion and point of view.
- Librarian will monitor unobtainable (due to popularity) ILL requests of new and local material to evaluate ordering copies for the Bookmobile
- Librarian will create and maintain a weeding plan for the collection.
- Librarian will review weeded items before Technician deletes items.
- Librarian will ensure that the entire collection is weeded at least once annually.
- Librarian will use Symphony statistics to analyze the collection to assist with purchasing and weeding decisions.
  - Multiple copies
  - Last circulation date
  - Number of titles in the same subject area
- Relevance of information will be considered when weeding items regardless of condition.
  - Medical, law, and travel books will be kept for a limited time. (If the material contains biographical information on in a subject area listed above where the person is not known otherwise, evaluate differently than medical, legal or travel fact books.)
  - Country, State, and Science books will be evaluated based on timeliness of the material.

## Technician Responsibilities

- Technician will process received library materials for the collection within one workweek of arrival of the materials.
- Technician will make recommendations to Librarian for materials to purchase as appropriate, based on customer requests
- Technician will make recommendations to Librarian after monitoring unobtainable ILL requests of new and local material to suggest ordering copies for the Bookmobile
- Technician will pull appropriate library materials, based on Librarian's request, in order for the Librarian to make decisions regarding weeding of materials.
- Technician (no volunteers or other cooperative partner staff) will check out weeded materials to the "Discard" user in an accurate and timely manner. Technician will then box and store books appropriately.
- Technician will request SP1 or SP3 from USL staff, according to State of Utah procedures, in order to dispose of weeded materials.