

Team Weeding

1. Determine weeding rhizomes Base rhizomes on genre, format, or reader-focused topic.

2. Determine cutoff standards for rhizome reports Effective cutoff standards will vary by rhizome. The most accurate standards are derived from objective data gathered from the collection in use, but professional judgment revised over several years also works well. Determine standards for:
 - Demand: last date circulated
 - Currency: age in years
 - Condition: life-to-date circulations

3. Create a pick list Run a pick list for each rhizome from your ILS, using the cutoff standards as selection criteria.
 - Usually an ILS will have a standard report based on last date circulated (“Dusty Book Report”), but reports for the other criteria often need to be written locally.
 - Depending on the target median age for a rhizome, exclude copies that have been in the system less than 2- 4 years. This eliminates newly processed titles that have not yet circulated, and gives all titles an initial opportunity to prove their usefulness.
 - Download the report as a spreadsheet if that function is available in your ILS, to simplify note-keeping and manipulating the list.
 - If possible create a single list by using OR statements for the criteria, or by combining and de-duping the records in a spreadsheet.
 - Include as many of the following data elements as possible: author; title; life-to-date circulations; year-to-date circulations; last circulation date.
 - Sort pick lists by call number.

4. Assemble your worst-case collection
- Pull the pick list copies and shelve by call number in a central review area. Initiate standard search-and-withdraw procedures for missing copies.
5. Selector sort
- Complete the initial sort of the copies in each rhizome. The initial sort should be done by the person responsible for selecting or maintaining a rhizome. Physically separate the copies into four ranges:
- Discard
 - Replacement
 - Further research (standard bibliographies, alternative titles in the collection: note the research needed on a standard form)
 - Free keepers (These are returned to the shelf immediately and without question. Limit free keepers to 10% of the pick list, and identify them either in a spreadsheet or in the copy itself so that the disposition can be evaluated over time.)
6. Team review
- Review the remaining sorted copies and recommend shifts to other ranges using a standard form inserted in the copy. The review should be done by members of the weeding team and/or subject specialists. Limit the review period to 2 weeks.
7. Selector followup
- The final review and disposition of the copies should be completed by the person responsible for selecting or maintaining a rhizome.
- Examine the team feedback and make final sort decisions.
 - Initiate discard, replacement, and research procedures.
 - For copies that are kept in the collection, log research findings and replacement decisions so that they can be tracked over time.

8. Evaluation

Evaluate the effectiveness of the weeding process annually. Keep in mind that the characteristics of the collection will change as it becomes more completely weeded. For instance, the size of the replacement budget needed will ordinarily decrease. Consider especially:

- Cutoff standards: How well do the standards retrieve all, and only, those copies that are prime candidates for weeding?
- Replacement budget: How large a replacement budget is required for the rhizome?
- Over-selection: Are there rhizomes with significant numbers of inactive titles?