

## **2.00 Policies & Procedures-- Cataloging**

### *Mission Statement*

revised: November 1, 2011

The mission of the Cataloging Department is to provide current, complete, and accurate information regarding materials which are either in the library's collections or are accessible to library users through the online catalog or other Web-based information resources. Cataloging staff strive to meet and anticipate library users' queries and to be responsive to their specific needs.

## **2.1 Cataloging Standards**

Catalogers maintain a current knowledge of national cataloging standards:

- Descriptive cataloging is performed according to the *Anglo-American Cataloguing Rules*, 2nd ed., 2002 revision.

Records in our local database cataloged before January 1981 reflect the cataloging rules in effect at the time. The Cataloging Department does not update these earlier bibliographic descriptions unless recataloging the entire record for some other reason.

- Subject headings are assigned according to Library of Congress Subject Headings (LCSH).
- Titles are classified by the Dewey Decimal Classification (DDC).

## **2.2 Database Maintenance**

Database maintenance is done routinely. Corrections and updates may be initiated by either Cataloging Department staff or public service staff (whether at Main or a branch library). Catalog maintenance helps to ensure consistency and reliability in catalog search results.

## **2.3 Material That Will Not Be Cataloged**

For most collections, it is our policy not to catalog parts of single items: e.g., chapters of books, articles from journals (either photocopies or offprints), issues of a serial that do not have their own distinctive titles, or articles clipped from newspapers.

The Department may raise questions with library selectors about unusual material formats, such as spiral-bound items, workbooks, books with accompanying toys or sticker sets, coloring books, etc.

## **2.4 Weeding Procedure**

Cataloging weeds from the collection by request of the collection selector in accordance with CREW standards. Weeded items in good condition are given to the bookstore for sale.

## McAllen Public Library Weeding Policy

**City Commission approved 2/25/2013**

**Library Advisory Board approved revision 8/19/2017**

**City Commission approved 11/13/2017**

### **General Guidelines:**

In order to provide a collection with value, quality, currency and usefulness to the community of McAllen, the library shall continuously and regularly examine the collection for material needing to be withdrawn.

Overall authority for weeding the collection shall lie with the Library Director, who mediates the process and serves as final arbiter. The Director shall designate qualified personnel for both selection and weeding of material.

Materials weeded from the collection shall be disposed of in an appropriate manner deemed most beneficial to the library system and community. After withdrawal, weeded items may be sold in the bookstore to the public, recycled, or disposed of, if items are not fit for recycling.

### **General Weeding Criteria:**

Weeding shall be done in accordance with *CREW* (**C**ontinuous **R**eview **E**valuation and **W**eeding) methodology and guidelines, as published and updated by the Texas State Library and Archives Commission.

McAllen Public Library has an annual weeding goal of up to 5% of the total collection, in accordance with *CREW* standards and recommendations.

The following material is subject to weeding: materials in poor or unusable condition, items which have low circulation, items in obsolete formats, and material with dated or misleading information. Every effort shall be made to replace a high-demand item that has been weeded (such as a bestseller).

### **Weeding the Reference Collection:**

The Reference collection plays an important role in the delivery of reference information and serves as a vital resource in providing good service to the public.

Recognizing that the use of reference collections has changed and that it will continue to do so, the Library shall continuously and regularly examine the collection for material needing to be withdrawn.

Overall authority for weeding the Reference collection shall lie with the Library Director, who, after receiving weeding and disposition recommendations from professional staff, serves as final arbiter.

### **Reference Weeding Criteria:**

Weeding shall be done in accordance with *CREW* (**C**ontinuous **R**eview **E**valuation and **W**eeding) methodology and guidelines, as noted above.

Deselection shall be automatic for reference materials that have been superseded. Single superseded volumes will be replaced when the new volume is acquired. Disposition of weeded single superseded volumes will be determined by professional staff. Multivolume superseded materials will be placed into the general circulating collection for use by library patrons, annually, after the current full year has been acquired plus one year, so that there will always be the current year in the Reference Collection and two superseded years in the circulating collection. Specialized catalogs may be kept in the Reference Collection for five years.

Non-superseded items in the Reference Collection will be evaluated annually based on patron and staff use. Library staff may recommend weeding materials based on the results of the annual evaluation. Encyclopedias and dictionaries will be replaced every five years. The disposition of the aforementioned weeded items may be the bookstore, recycling, or discard, depending on the condition of the item and the extent of the outdated information.

In general, material is subject to weeding when it is in poor or unusable condition, superseded, or contains dated or misleading information. Items of local history or interest may be retained indefinitely regardless of condition or recent use.

### **Weeding Procedure and Timeline (General Guidelines):**

Weeding shall be a continuously-undertaken process, involving the following steps:

- **Activity:** Selectors choose items to weed, fill out weeding slips indicating the reason for weeding, and recommend disposition. Department supervisors and managers must approve all carts of weeded items.
- **Timeline:** One-half-day to two days.
- **Activity:** Library Administration or the Cataloging Supervisor shall spot-check carts to make sure items for weeding conform to *CREW* standards and Library policy. They ensure that items needing immediate replacement are targeted as a priority (e.g., current bestsellers) and correct other problems.
- **Timeline:** One-half hour per cart (with a maximum wait of one to two days).
- **Activity:** Item information is deleted from the collection database through a batch delete utility by Technical Services staff. Technical Services clerks remove all physical identifying information from the material.
- **Timeline:** One to two days.

**Notes on Pricing:** It is customary library practice to use list price for the value of material. List price is a more accurate indicator of actual replacement cost than the discount price at the time of purchase. Discounts may be temporary.