



2.0 | Policies & Procedures- Cataloging and Processing of Library Materials

Mission Statement

The mission of the Technical Services Department is to ensure a seamless and user-centric experience for our patrons. We provide up-to-date and accurate information on all materials in the Library's collections, whether physical or accessible through online platforms. The department oversees the preparation, preservation, and maintenance of all library materials, emphasizing collaboration and communication among staff. By anticipating and addressing library users' queries and specific needs, we strive to deliver the best possible service and products to our valued patrons.

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 re-cataloging the entire record for some other reason.

- Subject headings are assigned according to Library of Congress Subject Headings (LCSH).
- The Dewey Decimal Classification (DDC) classifies titles.

2.2 | Database Maintenance

Database maintenance is done routinely. Either Technical Services Department staff or Public Services staff may initiate corrections and updates for all locations. 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 Technical Services 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

The Technical Services Department 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.

2.5 | Processing Procedure

The Library acquires materials in a variety of formats. The Technical Services Department strives to prepare items for public use in such a way as to maximize their lifespan, as well as to make them look attractive on the shelf. The Library does not cover books, laminate papers, or mend old books for the public.

2.6 | Mending Procedure

Library selectors and Administration make the determination if any library materials should be repaired. All books should be inspected and sorted according to work needed. A work slip must be placed in each book, listing the repairs to be made. Books that are very old or in very poor condition should be set aside for evaluation to determine if they are worth mending. If not worth mending, they should be withdrawn.

2.7 | Weeding Procedure

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 Reference Collection shall lie with the Library Director, who, after receiving weeding and disposition recommendations from professional staff, serves as final arbiter. The Director shall designate qualified personnel for both selection and weeding of material.

Weeded materials from the collection will be disposed of in a manner deemed most beneficial to the Library and community. Following withdrawal, these items may be sold to the public in the bookstore, recycled, or disposed of if they are not suitable for recycling.

Weeding shall be done in accordance with CREW (Continuous Review Evaluation and Weeding) methodology and guidelines, as published and updated by the Texas State Library and Archives Commission.

General Weeding Criteria:

McAllen Public Library has an annual maintenance 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 that 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).

Reference Weeding Criteria:

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 the evolving use of Reference Collections and anticipating further changes, the Library commits to ongoing and regular evaluation of the collection to identify materials requiring withdrawal.

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.

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. They ensure that items needing immediate replacement are targeted as a priority (e.g., current bestsellers) and correct other problems.
- **Timeline:** Half-day 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 five 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.