

Processing & Sorting Weeded Items – HPL/Friends Guidelines

7/2016 LMS (*supersedes 9/2012 & all earlier instructions)

Please review this document carefully. Procedures have changed.

Questions? Contact the LMS Collection Development Office, x31469).

WEEDING APPROVAL

All Houston Public Library materials must either **1)** meet the LMS Collection Development Office's criteria for pre-approved withdrawal or **2)** be approved for withdrawal by an LMS Collection Development Librarian or their designee in order to be weeded from the collection.

HPL materials that have been approved for withdrawal must be sorted into two categories: FRIENDS and DISCARDS. There are specific handling instructions for each category, as outlined below. Subscription Plan items are handled differently.

SUBSCRIPTION PLAN Items – Return to LMS

Subscription Plan (S-Plan) books are easily identified by their bright yellow spine labels.

NOTE: **NEVER stamp Subscription Plan books and DO NOT check them out to CEN or an NL unit's "xxx-Discard" account in Symphony Workflows (**wet/moldy/bugs exception:** see pg. 3).

- **Send all surplus and damaged S-Plan books directly to the LMS Float Team.**
 - Attach a brief note to individual copies regarding any damage (**wet/moldy/bugs exception:** see pg. 3).
- When pulling surplus copies of titles that HPL has both as regular HPL copies (white spine labels) and S-Plan copies for possible withdrawal, it is preferable to **send in S-Plan copies first** rather than regular HPL copies if condition is comparable. The Float Team may redistribute surplus S-Plan items rather than withdrawing and returning them to the supplier, depending on system-wide needs.

LMS Division staff will handle ALL S-Plan withdrawal tasks for damaged items and surplus copies being returned to the supplier (**wet/moldy/bugs exception:** see pg. 3).

FRIENDS Items – Processing Withdrawals

Includes all materials in good condition or with minor routine wear, including surplus donations. Items that are approved for withdrawal from HPL collections should be stamped "**Friends of Houston Public Library.**" Donations do not get stamped.

- HPL books should be stamped **in 1 place: top edge of the book** if possible, next to the HPL property stamp.
- HPL items lacking a stampable top edge should be stamped **in 1 place** where you find an HPL property stamp or label, typically **on the back interior label/book pocket**.
- Check out each weeded item to the unit's "**xxx-Discard**" staff user account in Symphony Workflows so that the items' barcode numbers can be deleted from the database by HALAN.
- See PACKING instructions below.

DAMAGED Items ("True Discards") – Processing Withdrawals

Damaged materials approved for withdrawal from HPL collections are unsalable and are considered "**true discards**." These should be stamped "**DISCARD**" and boxed separately from "FRIENDS" items. Donations meeting the same criteria do not get stamped.

- "True discards" are intended for recycling or trash. Staff is expected to use good judgement in identifying them according to the following criteria:
 - *Items that are heavily worn or damaged, inside or out.*
 - *Items that are stained, disfigured, burned, or torn.*
 - *Items damaged by food, water, or other liquids (even if dried).*
 - *Items with musty or other strong odors, such as smoke.*
 - *Items with broken or cracked bindings or loose or missing pages.*
 - *Paperbacks with yellowed or loose pages or peeling covers.*
 - *Items with notable amounts of writing or highlighting on pages.*
 - *Tax guides (regardless of age or condition).*
 - *Encyclopedias more than 3 years old.*
 - *Travel guides more than 5 years old.*
 - *AV that is non-functioning or is missing parts.*
 - *Magazines (Note: Old magazines may also be discarded in the City recycle bins. Please tear off covers beforehand.)*
 - *MOLDY, WET, BUGS – See note on pg. 3 re special handling and disposition.*
- HPL books should be stamped **in 1 place: top edge of the book** if possible, next to the HPL property stamp.
- Items lacking a stampable top edge should be stamped **in 1 place** where you find an HPL property stamp or label, typically **on the back interior label/book pocket**.
- Check out each item to the unit's "**xxx-Discard**" staff user account in Symphony Workflows so that the items' barcode numbers can be deleted from the database by HALAN.

- See PACKING instructions below.

PROCESSING NOTES:

- **Do not stamp** “DISCARD” or “Friends of Houston Public Library” anywhere other than where instructed as it detracts from the item’s appearance and reduces resale value.
- **Do not remove** pages or barcodes (33477..., R01...) labels from items. Materials that go to the Friends should not have any pages, or parts of pages removed, as this devalues the item.
- If an item has a **bookplate**, please put a sticky note indicating this on the outside of the item. The Friends will remove the bookplate to insure minimal damage.
- **Donations** that have never been part of the HPL collection should not be stamped.
- **Box donations** separately from withdrawn HPL items.
- **Empty AV cases** should simply be thrown in the trash.
- ***Materials withdrawn from the HPL collection are the property of Friends of Houston Public Library; any arrangements for purchasing withdrawn materials must be made with the Friends of Houston Public Library.***

SORTING, PACKING, & BOX LABELS

- Box similar items together whenever possible.
- Pack and store boxes securely. Boxes should not weigh more than 20 pounds (approximately 2/3 full). Attempt to fill boxes so that they will not collapse when stacked. For safety, boxes should be stacked no more than 5 high. Do not obstruct walkways or exits.
- Attach a white DISCARDS/FRIENDS label to the top of each box.

FRIENDS boxes should contain **only** regular FRIENDS items stamped “Friends of Houston Public Library” or donations in salable condition.

- Fill out the white DISCARDS/FRIENDS label as completely as possible: Circle the word “**FRIENDS**” and add unit name. Note box contents: if a box of books contains all juvenile biographies, picture books, indicate that. Note particular Dewey ranges, foreign languages, AV formats, Texana, etc., in the space provided. If you cannot be that specific, even noting adult, children’s, or teen is helpful.
- **PACKING & LABELING NOTES:**
 - Boxes containing items withdrawn from **Central Stacks, Clayton, HMRC or Gregory School** should be clearly labeled as such.
 - Boxes containing **partial sets**, such as encyclopedias, should be labeled and numbered (e.g. “Encyclopedia XXX +year” + “Box 1 of 2”).

DISCARDS boxes should contain *only* “true discards” that have been stamped “**DISCARD**” or donations that meet the same criteria (see above). Boxes get a white DISCARDS/FRIENDS label. Circle the word “**DISCARDS**” and add unit name.

WET, MOLDY, BUGS, etc.

Items that are wet, moldy, mildewed, or contain insects or other biological matter (blood, etc.) should be handled with latex gloves.

- **HPL items:** Stamp and check out to an “xxx-DISCARD” account if they are HPL items, then bag them and place directly in the trash. **Do not box them with other items.
- **Donations:** Do not stamp. Bag and dispose of as above.
- **Subscription Plan items:** Do not stamp items. Email each title, barcode number, and a note to Sara Karow/LMS Float Team (Sara.Karow@houston.tx.gov), check items out to “xxx-DISCARD,” bag and dispose of as above.

QUESTIONABLE ITEMS

If you have any doubt about how to sort a particular item, send it to the Friends! Attach a brief note describing the concern and put it in a “FRIENDS” box.

BOX LABELS, BOXES, & STAMPS

- White DISCARDS/FRIENDS labels and boxes are available from the HPL Supply Room. Box labels can also be printed from the Intranet.
- “Friends of Houston Public Library” and “DISCARD” stamps are available from the LMS Collection Development Office (x31469).