Assessing the Collection: Why, When, How We Weed

CALCON 2018
LOVELAND, CO
SATURDAY, SEPT. 15\textsuperscript{TH} 2018
ALLAINA WALLACE & JAIME GROETSEMA
HELEN FOWLER LIBRARY, DENVER BOTANIC GARDENS
Helen Fowler Library

- 1944 - Colorado Forestry & Horticulture Association (CFHA) created
- 1947 - Library opens in the Horticulture House (1355 Bannock)
  - Helen Fowler donates 500 titles from her own collection
  - Raises $3,000 to buy books
- 1948 – CFHA names the Library in honor of Helen Fowler
- 1951 - Denver Botanic Gardens Foundation created
- 1959 – Library moves to the Waring House (909 York St.)
- 1971 – Boettcher Building opens; Library moves to its current location
- 1999 – new carpet and more shelves added to allow for 5 years of growth
- 2020(?) – Library moves into the Freyer-Newman Center for Science Art and Education
Denver Botanic Gardens

The mission of Denver Botanic Gardens is to connect people with plants, especially plants from the Rocky Mountain region and similar regions around the world, providing delight and enlightenment to everyone.
Helen Fowler Library
Helen Fowler Library

- Members and staff of Denver Botanic Gardens can check out books
- Anyone visiting the Gardens can also visit the library
- Archives and rare books can be shown by appointment (if condition allows)
- Gardening Help Master Gardener volunteers
Why

- Out of scope with the collection development and management plan
- Condition
- Out of space
- Downsizing
- Has the collection never been assessed?
When

• Has your scope or mission changed?
• Are you out of space on the shelves?
• Are you facing a renovation or new construction project?
• Is your institution downsizing?
• Have you been given a directive?
• Is your collection assessed on a regular schedule?
How

- Start small
- Something easy
- Build confidence
- Develop trust
- Strength
- Rewards
How

Reference - before

Reference - after
How
How, con’t.

• Workflow
• Main Collections Checklist
• Opinions & Decisions
• Statistics
• Questions?
ASSESSMENT WORKFLOW

- Choose Project Area
- Pull Cart
- Enter Statistics Round 1
- Enter Statistics Round 2
- Update Staff
- Fill Out Slips
- Staff Give Opinions
- Keep or Weed
Checklists – Why?

Checklists: Main Collection, Rare Books, Serials
Checklist – Main Collection

Title:

Barcode: ________________

# of circs: ____________

Year Published: ____________

Newer Edition Available:
  □ No
  □ Yes

If yes, year of latest edition: ____________

Condition:
  □ Good
  □ Acceptable
  □ Poor
  □ Loose pages/binding
  □ Water damage
  □ Torn pages/cover

Book Plate:
  □ Yes
  □ No

# of HFL copies: ________

# of WorldCat Copies:
  □ <50
  □ 50-100
  □ 100-500
  □ >500

Other Botanic Libraries own:
  □ Yes
  □ No

__________________________

AW notes:

__________________________

JG notes:
Checklist: done!
Statistics – Why?

Assessment Statistics

- Cataloging: 437 - 26.8%
- Weeded: 166 - 10.2%
- Repair: 56 - 3.4%
- Total: 970 - 59.5%

- Total
- Cataloging
- Weeded
- Repair
Statistics – Round 1

Round 1
• Shelf #
• Call No. Range
• Subjects
• “Project” Lead
• Start Date
• Slips
• # of Items

<table>
<thead>
<tr>
<th>Shelf #</th>
<th>Call No. Range</th>
<th>Subjects</th>
<th>Lead</th>
<th>Start Date</th>
<th>Slips</th>
<th># of Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2</td>
<td>A - CT275</td>
<td></td>
<td>Allaina</td>
<td>10/1/2017</td>
<td>Penelope</td>
<td>73</td>
</tr>
<tr>
<td>26-29</td>
<td>N1-NX9999</td>
<td>Botanical Illus.</td>
<td>Jaime</td>
<td>9/1/2017</td>
<td>Wanda &amp; Jaime</td>
<td>75</td>
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## Statistics – Round 2

<table>
<thead>
<tr>
<th>AW</th>
<th>EZ</th>
<th>JG</th>
<th>SL</th>
<th>AK</th>
<th>DGB Staff Input</th>
<th>DGB Staff Input Received</th>
<th># of W/d</th>
<th># Cat.</th>
<th># Repair</th>
<th>Status</th>
<th>JG Notes</th>
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<tr>
<td>x</td>
<td>x</td>
<td>x</td>
<td>na</td>
<td>na</td>
<td>na</td>
<td>n</td>
<td>16</td>
<td>19</td>
<td>5</td>
<td>COMPLETE</td>
<td></td>
</tr>
<tr>
<td>x</td>
<td>x</td>
<td>x</td>
<td>na</td>
<td>na</td>
<td>Exhibits Staff</td>
<td>y</td>
<td>8</td>
<td>40</td>
<td>10</td>
<td>cataloging &amp; repair</td>
<td>5 left on cart</td>
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**Round 2**
- Staff Opinions Needed/Completed
- Other Departmental Input
- Other Input Needed/Received
- # of Volumes Withdrawn
- # of Titles Cataloged/Updated
- # of Volumes Repaired
- Status
- Notes
# Statistics

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**Totals**

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<tr>
<th># of items</th>
<th># of weeded volumes</th>
<th># of cataloged titles</th>
<th># of items receiving repair</th>
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<tr>
<td>148</td>
<td>24</td>
<td>59</td>
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Questions or Comments?

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