

Tips for Weeding Government Documents

1. Focus on weeding large sets or volumes to maximize space. There were a few large sets we didn't get to list that in hindsight should have been listed first.
2. If your regional library has a list of items that don't need to be offered to the regional then weed this list first. It takes time to compare a list of offers to the previous offers list.
3. Generate a new list for each cartload of discards. This makes it easier to check lists and track discards. After lists are checked they can be combined for offering the items to the regional.
4. Store all items offered to your regional in a closed area with limited access.
5. Store items on the shelf in the order they were offered. Clearly mark each list on the shelf and leave space between lists if space allows. If you must store items from multiple lists in a row due to space constraints then clearly label the beginning and end of each list.
6. If discarding a large volume of materials consider hiring a disposal company to remove them from your shelves and recycle the materials.
7. Review item numbers for deselection while weeding the physical collection.

If you have any questions please feel free to contact me. My name is Lauren Hall and I work at CSU Stanislaus.

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