

1. Christine (CKP) will create an excel spreadsheet for each section to be inventoried and weeded
2. Students will take each spreadsheet to the corresponding shelves
3. They will check the title and call number of each book on the shelf to determine if it is on the shelf.
4. If there is more than one copy, students must check the barcodes to make sure they correspond with what is on the list.
5. If the book is there, students will make a check mark in the "On shelf" column. If the book is not there, the box will remain blank. Teresa will oversee this part of the project.
6. After checking the main collection, students will look for missing books on the new book shelf and the reference collection. If missing books are in either of these locations, students will return them to the stacks and indicate that they are on the shelf.
7. If books are missing from the shelf, the book's status will be updated in iii as on search. A card will be generated for the missing book file to be searched for by students on the prescribed calendar.
8. After the section has been inventoried, the librarians will go through the section and determine whether a book should be weeded, reviewed or kept.
9. Determinations for weeding will be based on the LMC Collection Development Policy
10. As books are weeded, the librarian will remove the book from the shelf.
11. Once the books are removed from the shelves, they will be brought to the Library work room. Christina (CG) Kim (KCW) and CKP will have one week to go through the books and determine if they should not be weeded from the collection.
12. If a librarian determines that a book to be weeded should be kept, she will initial and date the inside cover of the book before returning it to the stacks.
13. CG, KCW and CKP will check off that they have gone through each section on the evaluation checkout sheets that CKP creates for each section.

14. Once the final decision has been made to weed a book, Teresa (TF) will delete the bib or item record from iii (if DVC or CCC also own the book, only LMC's item record will be deleted. If LMC has the only holding, the bib record will be deleted).
15. TF will also cut and paste the title, author, publisher and date of publication from the record and add it to a spreadsheet so we have an accurate record of all books withdrawn (added 8/17/12).
16. All library stickers, barcodes, etc. will be removed from the books. All property or other identifying stamps will be blacked out.
17. Books will be packaged and sent to Better World Books.
18. The librarian who weeds a section will be the lead on adding new books to the collection in that subject.
19. Selection of books is based on LMC's Collection Development Policy.