



Weeding Federal Documents from a Small Collection

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When I started at MOSL...

- Approximately 1,000 shelves of paper federal documents.
- No collection development policy found.
- Lots of old docs, irrelevant docs.
- Many not in catalog.

Before I began weeding:

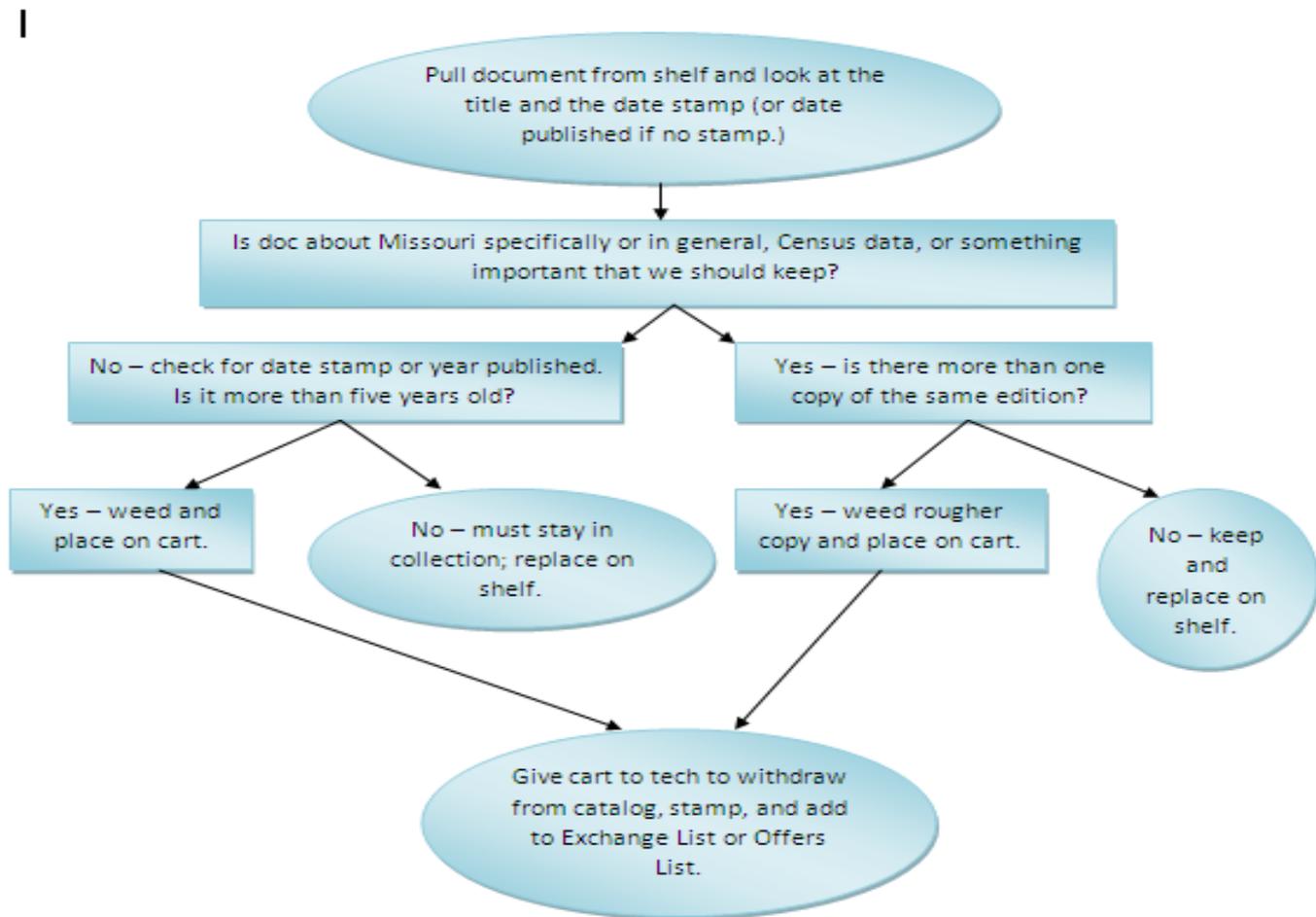
- Got more experience with fed docs.
- Talked to the Regional.
- Studied our collection.
- Studied our reference questions answered using fed docs.
- Began writing a new CDP.

When I weed...

- Look at the title (does this pertain to our work, our patrons, or Missouri?).
- Look at the year published (less than 5 years old goes back on shelf).
- Is it Missouri-specific?
- Would this interest our patrons (e.g., “9/11 Commission Report,” etc.)?
- Most docs with “no” to these questions are weeded.

When I weed...

Weeding Paper Fed Docs



Exchange List vs. Offers List

- Library tech (Melissa) handles lists.
- Using a template, one Exchange List and one Offers List are created (same #).
- Exchange List goes to Regional, Offers List goes to MODOC listserv.
- Using the weeding guidelines from FDLP Regional, docs go onto Exchange List or Offers List.



Happy weeding!

Please contact me if you have any questions:

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