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Government Documents Librarian
Missouri State Library

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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:

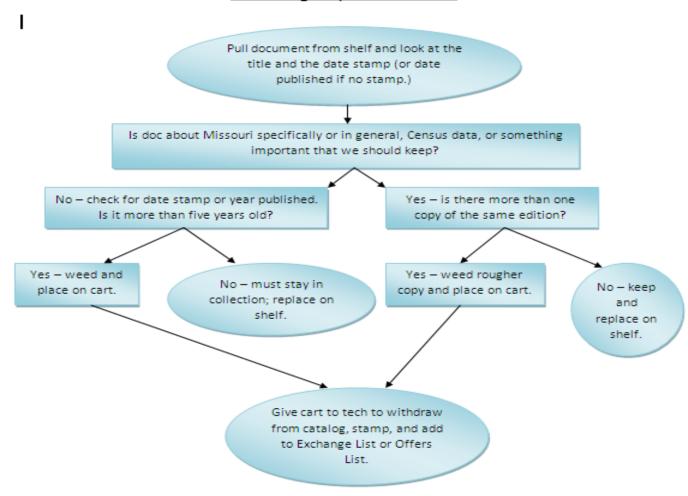
- Got more experience with fed docs.
- Talked to the Regional.
- Studied our collection.
- Studied our reference questions answered using fed docs.
- Began writing a new CDP.

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.

Exchange List

Missouri State Library Request for Disposal Federal Documents Exchange List No. 0334B-11-

Publications of	fered
Format:	
Submitted:	
Deadline:	

Libraries that belong to the MOBIUS consortium – courier service will be used for shipping.

Libraries that do <u>not</u> belong to the MOBIUS consortium – must have a FedEx or UPS account number for shipping.

To request documents by e-mail:	To request documents by FAX:
List SuDoc numbers and titles and e-mail to:	Circle SuDoc numbers and FAX to 573-526-1142
Annie.Moots@sos.mo.gov	Attention: Annie Moots

SuDoc #	<u>Title</u>	<u>Year</u>

Offers List

2011 Fed Docs Offers List #3 from the Missouri State Library

Please conta	act <u>Annie.Moots@sos.mo.gov</u>	by,	2011,	if your	library	would	like any	of these
ederal docur	ments.							

(The Regional at MU either has them or they are not required to be on the Exchange List.)

- · All volumes are unbound unless otherwise noted.
- MOBIUS libraries' deliveries will be made through the courier service.
- Non-MOBIUS libraries must have a FedEx or UPS account number for shipment.

SuDoc #	<u>Title</u>	<u>Year</u>

Happy weeding!

Please contact me if you have any questions:

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