

Libraries “Break Bricks” to Build Collections: Makerere University Book Bank Print Books Deselection Experience

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Abstract

As an architect would skillfully put bricks together to build a house, so do libraries build collections over time. At Makerere University, the library functions such as acquisitions, processing, circulation services, as well as weeding are meant to grow and build a collection. The Book Bank unit plays a central role of coordinating all these library functions for textbook collection building, to serve all the ten colleges. As a result, the Book Bank collection has grown from 40,000 copies of print books in 1990 to the current collection of over 270,000 copies. To fit the philosophy and policy of deselection it became necessary to weed the cherished collection. Deselection and disposal of the books in Makerere University Library is guided by the Uganda Public Procurement and Disposal of Public Assets Act (PDPA) which is the Uganda government policy on procurement and disposal of public assets. This paper shares the policy development process that put in place a policy that now guides the deselection and disposal, as well as the practice and experience of deselection and disposal of print books at Makerere University in Uganda.

Key words: Book Bank; Library Collection; deselection experience; disposal; philosophy; policy; public procurement; public assets.

Introduction

Makerere University is the oldest and most prestigious university in the country (Sicherman, 2005). It was established in 1922, while the University library was established in 1949, making it the oldest academic library in Uganda. Makerere university library serves are open to all university staff and registered students in the nine colleges. Through its outreach pillar, the university library offers its services to local and international researchers, scholars, civil society. It also serves as the national reference library and the legal depository of all works published in Uganda. It has been a depository for the United Nations since 1956. Makerere university library is sectioned into four consisting of: Africana and special collections section, the Book Bank section, Law, the IDA section. In addition, the library has branch libraries in each of the colleges as well as at the different campuses (i.e. Jinja Campus, Fort portal campus). However, the main library on the main campus remains the biggest and houses most of the collections.

The main objectives of the Book Bank were to ensure availability of basic textbooks to students against limited funds and amidst students inability to acquire basic textbooks, to help the institution select and acquire the right books for the syllabi in the colleges at the right time, utilize carefully the limited funds allocated for textbooks by procuring books that have multiplying effect therefore capable of being used by many readers for many years before replacement and to develop students ability to handle property loaned to them for longer periods of time. The Book Bank structure and responsibility is as follows: The library committee is responsible for the allocation of funds and rules and regulations, the library is responsible for coordinating, acquisitioning, processing, distributing, planning, budgeting, monitoring of the Book Bank activities. The academic units, following a collegiate system are responsible for selection, storage, security and issuing of books.

To meet the teaching, learning and research information needs of its broad and ever growing clientele, Makerere University Library has continued to build a strong collection base consisting of books, journals, special and rare materials with historical value, organizational, local and international reports, newspapers, photographs, dissertations, thesis as well as text books. However, as the collection kept on growing, the space holding the collection did not. This resulted in a competition over space between the collections. The numerous library renovations did not provide enough space to keep all that was available and the upcoming additions. This ultimately raised concerns for suitable collection development against the library capacity. In this paper we will present the experiences of conducting deselection at Makerere University Library.

First, we will explain what we mean by deselection, the reasons why weeding print library collection is done and what the focus of deselection is. We will also discuss the University policy on deselection, standards and criteria, as well as key conclusions.

Problem Statement

Makerere University library, through different strategies that included book donations, research reports legal deposits and Book Bank acquisitions, many times in multiple book copies of the same titles continued to add on the library collection. However, the university library did not initially have a policy on weeding. With new development in the university such as the phasing out of courses following curriculum reviews, the need to increase reading space as well as availability of more current information resources caused competition of existing space. Thus, the arguent questions were then: how was the collection to be tamed? Since deselection was new to stakeholders, how was it to be handled and justified in ways that reduced the fear of losing the cherished collection that had been built over time? How was it to be done in the absence of a policy on deselection? What standard or guidelines were to be followed? This paper discusses and presents the practice, experiences and challenges of deselection and disposal at Makerere University's' oldest academic library.

1. Literature Review

Scholars in the library profession have noted that good library management principles begin with a planning process and an analysis of the needs of the community being served by the library. With this planning comes the need to weed the collection and, as much as it is the most undesirable job in the library, Will Manley stated that it still is the most important. Anne Felix likened it to a hair cut- and commented that its' beauty is not in what is cut but rather what is left (Larson, 2008).

Deselection opens room for a number of added advantages: creates space by removing old, un used books, saves costs which would otherwise be spent to acquire more shelves, hire staff to dust more materials including those that no one ever uses, reduces frustration of finding resources on overcrowded shelves and even enhances the beauty of a library if it has the desired 85% capacity of books on the shelves. Further, time for both staff and patrons is saved as they will not have to swim in Starks and piles of unwanted material as they search for the required books (Larson, 2008). Thus, as state in the paper title, the deselection exercise must "break bricks" so as to build the collection. But how is the breaking done in other libraries?

The procedure of weeding could vary from library to library. However, it can be guided by the principle of "systematic and continuous weeding" (Larson, 2008). During weeding or deselection, a library can decide on when and how much should be removed. It could choose to

weed a little bit every day or every week or month. The most desirable is that it should be an ongoing practice. It should not be left out till there is a space crisis, or if not possible, at least once in every five years (Larson, 2008). Thus, weeding is going to involve training staff to identify shabby, out dated items or those that are “shelf sitters”-i.e. items that have not been circulated for a reasonable period, or even duplicates. Such items are then pulled of the shelf for review by an appropriately knowledgeable staff in charge of taking a decision on weeding. Consequently, the library gets to enjoy numerous benefits and the collection gets a better look (Dilevko & Gottlieb, 2003).

2. Methodology

This is a case study paper written from experiences gained at Makerere University, particularly the Book Bank which is directly mandated to handle the acquisition of library resources, especially the text books. The Book Bank system is one of Makerere University Library (MakLib) sections that offers services that provides access to textbooks and longer loans to students and staff at their respective colleges. It started in 1990 with about 40,000 copies. The initial budget was 900 million Uganda shilling. This budget was to benefit the 8,000 students, 95% of whom were undergraduates. The Book bank current collection has grown to over 270,000 copies. There has been a growth in budgeting to 250 million Uganda Shillings to be used for the purchase of print books. With this amount, the following amount of books were acquired: 900 copies in 2014/15 financial year, for the raised students’ population of 45,000 students. The nine colleges and their storage units include CoNAS (Physical Sciences & Biological Sciences), CoCIS (EASLIS, CIT), CHUSS (Gender, Arts, Psychology, and MISR), School of Law, CEES (Education), CEDAT (Technology, Fine Art), CoVAB (Medicine & Surgery, PH, Pathology, and Anatomy), CAES (Forestry, Geography, Environment, Food Science, and Agriculture), and CHS (over 15 departmental Book Bank units).

3. Results

What is Deselection and why it is done in Makerere Book Bank?

In Makerere University library, effort was taken to understand what deselection means within a low resourced setting. In this paper, deselection is synonymous and interchangeably used with weeding. From the context of Makerere University Book Bank, it refers to the process of regularly removing some resources from the library on the basis of either physical look or age status for either or both content and the resource -say the books. During a series of planning meetings, it was agreed that the weeding policy and standards must be put in place. In addition, the criteria for making weeding decisions, along with who will be involved in the management

process right from preparing for disposal to the end as weeding ought to be done. In agreement, weeding is recognized as an essential element of collection development.

Deselection ensures that the library's materials remain relevant, useful and in a usable state. However, it is a process that had to be well thought out and planned for. Hence guidelines were developed. These guidelines are important considering the fact that libraries have limited space available to house its collections. Further, knowing that weeding is supposed to be a periodic exercise informed by evaluation of resources, and, that it is intended to remove items that are no longer useful from the collection, we present a discussion of the importance of having a weeding policy and the rationale behind weeding at Makerere University.

Deselection of Book Banks at Maklib was important because: the collection had not been deselected since its inception 1990. There was an urgent need to remove not only outdated or worn-out books, but also to remove multiple copies of the same title which were originally over purchased. Such multiplicity was encroaching on the finite space. Further, books rendered irrelevant after course reviews and removal, the need to decongest the shelves and physical space in the units was considered. Another factor that convinced the Book bank on the need to weed its collection was, to help find the gaps in the collection so that new purchases can be made with confidence.

International Standards and MakLib weeding policy guidelines

Weeding can be one of the most controversial aspects of collection development, and a carefully prepared and fully documented policy on weeding (as part of your overall collection development policy) can lessen or alleviate some misunderstandings). MakLib weeding and disposal was carried out with the support of the Collection Development Policy (CDP) and provisions in the Public Procurement and Disposal of Public Assets Act (PDPA) which is the Uganda government act on disposal of public assets since. Makerere University is a public University most books are bought using public funds. Formulation of a library weeding and disposal policy was part of MUL strategic planning activity 2.1.

Makerere University Library (MakLib) weeding policy guidelines were designed by integrating best practices and procedures picked out from a number of policy provisions as well as international standards and guidelines. These included: the Collection Development Policy (CDP), Public Procurement and Disposal of Public Assets Act (PDPA) a Uganda government act on disposal of public assets. The others were from international level organizations. They included American Library Association (ALA) and the International Federation of Library Associations (IFLA). Although a weeding policy can't replace individual judgment or common sense, at Makerere University Book bank, we were convinced that having a policy on weeding in place would make weeding actions more understandable to the university stakeholders. Besides,

many of the university library books are bought using public funds. Thus, such a policy would be useful for accountability purposes and for justification of the process. We also realised that having spent some time without evaluating the collection, the policy would provide guidance on which books should be weeded out, destination after weeding and frequency.

How was IFLA Useful to the Book bank Weeding Policy?

To feed into this in-house weeding policy, best practices were greatly borrowed from existing guidelines, particularly IFLA (Schultz-Jones & Oberg, 2015). IFLA collection developing policy guidelines provide guidance to staff when selecting and deselecting (print and electronic) resources. In a unique way, this document served as a guideline for each stage of materials handling- - selection, acquisition, processing, housing, weeding, retention, preservation or archiving in case of electronic resources, relegation and discard of all types of library material in the relevant subjects, with reference to specified levels of collection depth and breadth. We at Makerere University Library also found that IFLA guidelines, in addition to providing us with guidelines on best practices, were equally useful in reducing personal bias by setting individual selection decisions in the context of the aims of collection building practice. It also aided in identification of gaps in collection development responsibilities.

In addition, IFLA guideline E on collection evaluation methods about collection re-evaluation, collection renewal was incorporated in MakLib Collection Development Policy as narrative statement C.3 titled *Textbooks which gives detail of book selection, acquisitions, stocktaking, weeding and disposal*.

Another best practice that was borrowed from IFLA and incorporated in MAKLIB policy was how to evaluate collection and assign collection levels. IFLA notes that some techniques are essential and should be used consistently, while others are valuable under certain circumstances and not always necessary. It also makes mention that it is up to the individual conducting the evaluation to select the methods, which will be used for each segment of the collection. This decision is based upon the availability of data, the amount of staff and other support available, and the goal for the final outcome (how it will be used in the library/institution).

As a result, weeding in Makerere University developed detailed guidelines which gives detail of book selection, acquisitions, stocktaking, weeding and disposal. Another best practice that was borrowed from IFLA and incorporated in MAKLIB policy was how to evaluate a collection and assign collection levels. The techniques available for evaluating collections may be divided into two groups: those that are primarily collection-centered and those that are client-centered. Collection-centered techniques examine the content and characteristics of the information resources in order to determine the size, age, scope and depth of the collection in comparison to an external standard. While, client-centered techniques describe how the collection is used and indicate the effectiveness of the collection relative to use. Collection assessment is likely to be

most accurate and produce the most useful results when combinations of client-centered and collection-centered techniques, including both quantitative and qualitative results are employed in the data gathering and description process.

As such, in the university Book Bank weeding, we focus on both the collection assessment as well as the clientele assessment. We get to work with the stakeholder, particularly the teaching staff to establish their information needs, avail us with reading lists, do book selection, analyse the list of books that have been suggested for weeding and advise accordingly, inform about courses that have been reviewed or eliminated.

Guidelines also provide that quantitative measures, if used in the evaluation, reveal size, age, use, costs and other numeric data. At Makerere University the quantitative measures employed include an assessment of the inventory, or shelf list. The assessment is done to determine actual title(s) or volume counts, by segment or subject area, time like deselection every after 5years. The dates are considered starting with date of publication and the date of 1995 and earlier. .

Assessment of usage statistics which includes internal library use is another quantitative method used in the assessment. All those books or resources that have not been used for a considerably long period are placed high on the list for those to be weeded. Active usage is determined by carrying out a circulation analysis of the book cards used when borrowing books. Each book has a unique book number and a borrower's card. A patron is supposed to fill in his or her personal details such as name, course studies, Hall. The date when the book is out and the due date is also indicated. Such information becomes useful in indicating when a book was last borrowed. Circulation of library information system Virtua, and volume counts of multiple copies, same title different editions are the other equally used methods.

Qualitative measures are obtained through subjective evaluation and involve the professional judgment of librarians. Further, the library staff exploits appraisal sessions with subject experts, mainly faculty to contribute to taking of right decisions regarding which resources can be weeded. Many times when questioned, faculty base their opinions as customers the physical condition of the books in question. As a library we realized that some publishers do not make a good job rendering many of their books fit for weeding even before the information contained becomes dated. We thus decided now to always make purchases from best publishers who give us particularly strongly bond products, Another qualitative technique is the judgment made by comparison of one subject in the collection to a similar subject in another library, or to a subject bibliography.

How was CREW Useful in Makerere University Weeding?

Makerere Library also adopted CREW method to inform the deselection activities. First, a deselection plan was made and this followed the CREW guidelines very closely. The method

called **CREW** (**C**ontinuous **R**eview, **E**valuation, and **W**eeding) integrates all the processes into one smooth, streamlined, and ongoing routine that assures that all the necessary indirect services are accomplished in an effective way. This method makes it easier to routinely remove outdated and unused materials from the collection while also learning where the collection has gaps or needs new items.

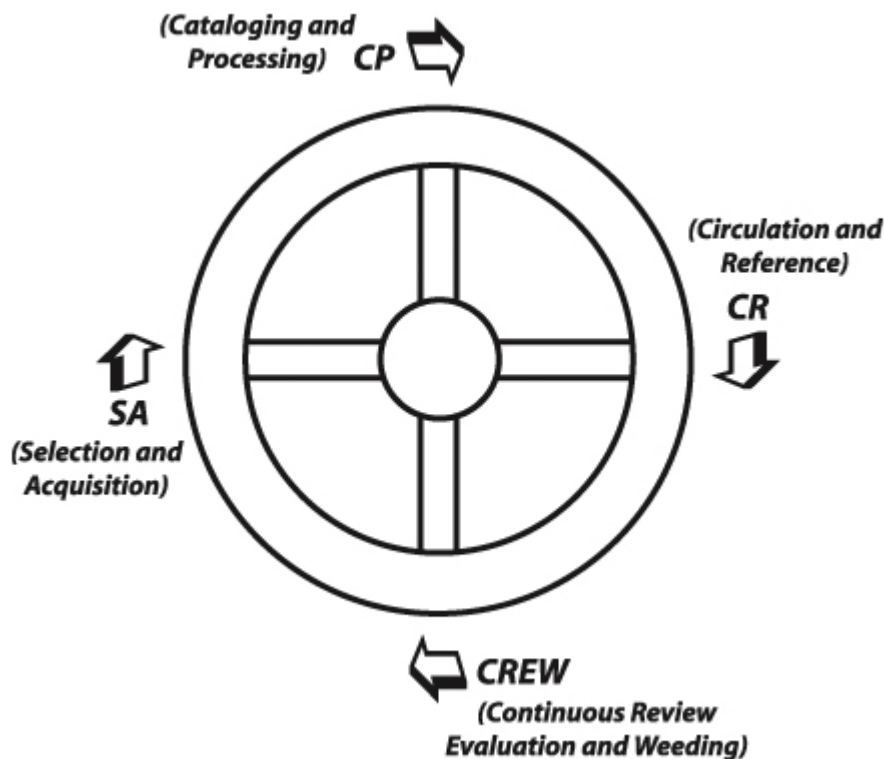


Diagram 1. CREW method

CREW General Guidelines: General guidelines pertain to the entire collection. Some criteria are objective, but most include some degree of subjectivity that will require the professional knowledge of the librarian in making the final decision about a particular item. Keep in mind that these criteria can be used as a ‘rule of thumb,’ but for some criteria, recent use may be an important factor in deciding to retain an item that you might otherwise remove from the collection. If the item is outdated or contains erroneous information, weed the item and replace it with a newer title on the same subject. For all items, consider the following problem categories and related issues:

Poor Content:

- i. Outdated and obsolete information (especially on subjects that change quickly or require absolute currency, such as computers, law, science, space, health and medicine, technology, travel)
- ii. Trivial subject matter, including topics that are no longer of interest or that were dealt with superficially due to their popularity at a specific point in time, as well as titles related to outdated popular culture
- iii. Inaccurate or false information, including outdated information and sources that have been superseded by new titles or editions
- iv. Unused sets of books (although you may keep specific volumes if they meet local needs and are used)
- v. Repetitious series, especially series that are no longer popular or that were published to meet a popular demand that no longer exists
- vi. Superseded editions (in general, it is unnecessary to keep more than one previous edition, discarding as new editions are added)
- vii. Material that contains biased, racist, or sexist terminology or views
- viii. Unneeded duplicates, especially if they are worn or tattered
- ix. Materials/Books of poor Appearance, worn out, ragged items, poorly bound or poorly printed editions, rebound editions that are worn and shabby or have torn pages, items that are dirty, shabby, warped, bug infested, or otherwise marked up, mutilated, or 'edited' by patrons, books with very small print or poor quality pictures, books with no title pages.
- x. Scratched CDs or DVDs, brittle film or magnetic tape (in the case of video and audiocassettes) that come with books

Unused Materials:

- xi. Items that have not circulated within the past 3-5 years.
 - xii. Duplicate copies that are no longer needed, regardless of condition
 - xiii. Unneeded titles in subject areas that are less frequently used
 - xiv. More books than are needed on any single subject
 - xv. Material that is no longer relevant to the collection because of changes in curricula
- Checklist of weeding factors: When keeping record about the book these should be noted. Date when was the item published? When was it added to the collection, author/s, and title including sub-title, edition, physical condition, duplicate copies, media type, and publisher some of these are out of print.

Deselection process CREW method

Make weeding a part of policy because policies define actions and decisions. They also help staff deal with issues that will arise during the course of doing business. Policies are best discussed and set in place before problems occur. All library policies should be approved by the library's board (whether it is a governing board or advisory board) and

by the library's governing authority (if that authority is not a governing board). The approval of a written weeding and discarding policy is a powerful and necessary defense against possible controversy. If a selection policy (a highly recommended item) already exists, the weeding policy could form an amendment or appendix to it or it may be written as a separate policy statement. Policy development also allows for discussion of issues related to weeding library materials. Check for legal regulations that may impact how discarded materials are handled. Some town charters or city codes contain rules about disposal of public property, including library materials. If a selection policy does not already exist, take the time to develop one and have it approved by the library board, city council, or other governing body.

Gather usage statistics of your library's collection

Reports allow you to analyze and document areas of greatest usage and most need. This can be very helpful when setting budgets or looking for grant funds. Your circulation statistics should break down borrowing usage by classification of topic areas as well as by types and levels of materials. Build weeding into the year's work calendar. Set priorities and schedule the time when you will weed the collection. Those specific areas of the collection that are most in need of weeding or those that will be handled for a specific reason, such as barcoding or relocating, should be weeded first. In a perfect world, one CREWing of an entire collection would take approximately a year, although the first, most thorough CREWing may well take longer, especially if the collection is older and has not been weeded in years. That does not mean that you physically handle every book in that year, but some thought is given to each area and, at the very least, older, worn books are removed. Some standards, including Texas Public Library Standards, 2004, recommend a thorough weeding every three to five years. Allow plenty of time for the CREWing. If done in a careful manner, weeding can be a slow process requiring thought and judgment. Setting aside specific times to weed makes it part of your routine. Scheduling tasks also allows you to use volunteers and aides to help.

CREW action on book: Disposal

- i. **Bindery:** Prepare bindery forms for books needing binding and store them for periodic bindery.
- ii. **Mending:** Do the required mending or put the books aside for a clerk or volunteer to mend. Be conservative about mending. If mending takes more than about 10 minutes, consider replacing the item with a newer copy. Be careful about mending outdated items. While a new jacket can give new life to a shabby cover, no one wants to read a book that is filled with tape and glue.
- iii. **Discard:** Process the discards by removing or marking through all labels or stamps identifying the library; removing copy information from the online catalog; and, tearing off

book pockets, old circulation cards and barcodes, stamping an appropriate designation such as ‘discard,’ ‘withdrawn’ or ‘ obsolete’ on the inside of the front and back covers. Put the discards aside for the book sale, store them for an annual sale or donation to another library, or box them for garbage pickup or the pulp dealer. Remember to remove or cover any barcodes or identifying marks before disposing of any materials to prevent their being returned to the library.

- iv. **Replacement:** Place aside for careful consideration each book needing replacement by a new copy, new edition, or better title on the same subject. Replacement checking and ordering. At the conclusion of your work in a specific area, select and order replacements. Compare the weeded books that were set aside for replacement with titles in recent editions for possible newer titles.
- v. **Recycling:** The library should already be a scheduled stop on any recycling pickup program for newspapers, periodicals, and other recyclable materials. If recycling a much larger amount of material than usual, let the service know ahead of time so they can plan for the extra room needed in their pickup vehicle. Use volunteers to process any items that need to have covers removed, plastic coils stripped off, etc., before recycling. Keep in mind that books may not be accepted by local recyclers unless the covers are removed. You may need to arrange for a specialty company to pick them up.
- vi. **Display:** Set up displays for low circulating books that would benefit from exposure. Plan the displays to be visual and relevant to user concerns and interests. If the book still does not circulate while on display, consider it as a candidate for sale or donation with another library or for discard due to lack of interest. Place displays in unexpected locations, such as near the checkout desk. If done routinely every day, or even every week, this review of the collection will expand your knowledge of the library's holdings, give you a pool of possible reference sources, and prepare you for informed selection of new materials on the basis of actual usage and the real strengths and weaknesses of the collection.

5. Discussion MakLib deselection Criteria Experiences

(Doll & Barron, 2002) standards and regulations may rely on collection size as an indication of quality. Weeding the collection helps decrease reliance on numbers alone, and can improve the overall collection by removing substandard items. Before implementing any kind of weeding plan, carefully evaluate the library’s collection development policy and goals for the collection. If you don’t have a collection development policy or it is outdated and has not been reviewed in recent memory, now is the time to rectify that situation. MakLib plan recommends weeding at least once every five years. The library committee is responsible for the allocation of funds and rules and regulations, the library is responsible for coordinating, acquisitioning, processing, distributing, planning, budgeting, monitoring of the Book Bank activities. The academic/teaching colleges/schools/departments are responsible for selection, storage, security and issuing of books. The ten colleges and their storage units include CoNAS (Physical Sciences & Biological

Sciences), CoCIS (EASLIS, CIT), CHUSS (Gender, Arts, Psychology, and MISR), School of Law, CEES (Education), CEDAT (Technology, Fine Art), CoVAB (Medicine & Surgery, PH, Pathology, and Anatomy), CAES (Forestry, Geography, Environment, Food Science, and Agriculture), and CHS (over 15 departmental Book Bank units).

Books considered for deselection and disposal are recommended as individual case/category with reference to the Library's Collection Development Policy. The specifically defined categories for withdrawal and/or disposal of collection items are approved as listed: books that have aged and/or deteriorated beyond repair or reproduction; in the case of audiovisual or electronic materials that come with the books and have aged or damaged, books no longer in suitable condition for lending, books in poor and deteriorating condition which have been reformatted to retain significant informational content. At even acquisitions books that are spiral bound, books giving wrong information cover title not responding with information content are deselected. Books not in use because they are no longer relevant to the curriculum or are outdated, these can be identified by usage statistics, dates of publication, not in language of instruction for a particular subject area. Multi-part works or serial titles where holdings are limited and incomplete and have no particular value to the collection. Superseded material where the earlier edition has no particular value to the collection and the title is acquired primarily for the currency of its information. Multiple copies not required for access or preservation purposes (unless these must be retained under the terms of a sale or donation).

Condition

A book in poor condition, is considered for removal depending on ability and willingness to mend it. Problems to watch for include: a broken spine, fragile or brittle paper or bindings, bent corners, torn beyond repair or missing pages, defaced pages or covers, insect or mildew infestations and books that are just plainly worn-out for lending.

Age

MakLib books are evaluated age by date of publication. Some questions to ask when considering age as a reason to withdraw an item: Library users generally prefer new books, regardless of content. Is the book so fragile that it can't withstand normal library use? Does this item have local historical value and therefore should it be transferred to the archives. Does the age of the book mean that there are large periods of time not covered by its contents thus making it very incomplete? Remember that university libraries are interested in the "intellectual content"

Frequency of use

Books are evaluated like when last an item was circulated, how often it is used and this is achieved through usage statistics. But before deselection the books perhaps could be moved to a more visible or attractive location in order to encourage use.

Multiple copies

It is our practice that in instances where we have multiple copies a number of considerations are taken: the first is on how many copies of the same title the library has. We also consider the usage- whereby the demand for the said title is considered. For all the books that are not regularly called for, then they are judged to be of low usage and hence fit for weeding.

Relevance

When evaluating relevance the key issues are currency and accuracy on subject content. Irrelevancy of books has been generally caused by curricula reviews that have led to absorption and removal of some courses but also it is becoming increasingly clear that there are some areas of our collections that should be diminishing in size as the use of the Web for the most current information becomes the obvious choice. Such areas include medicine (drugs, disease, nutrition, etc.), finance (investments, real estate, and taxes), ICT, science, technology, health, and travel need to be current to be useful. For example, at School of Psychology Book Bank books may not be especially current, but they were presumed still relevant and justification is that the basics are still the same and previous psychology cases are not isolated from current cases.

MakLib Deselection Process

The process of weeding at MakLib is informed by the Collection Development Policy and weeding guidelines, developed as earlier mentioned in the section on weeding policy and standards. The first step was to discuss the different international existing standards (IFLA, ALA, CREW) in the library professional staff meeting. The meetings gradually developed a draft Makerere University collection Development Policy (CDP). The weeding policy is just a part of this CDP. The CPD was later then forwarded to senate and eventually to council as required before approval by council the governing body of the university. A plan was then drafted with a reasonable annual schedule which to work with, considering the total number of books and equivalent storage units' number of colleges. Identified college libraries where the exercise would begin. The University Librarian wrote letters to the Principals of the Colleges informing them of the deselection exercise and so as solicit their support. Communication is then given to college librarians to compile lists and statistics of the books proposed to be deselected. Compiled are then sent to the heads of academic departments as they work together to justify and approve deselection. Books are then removed from shelves, packed in boxes and sacks for next action.

Records of progress are kept at each stage to reduce overlap and use this data (number of items withdrawn per title or collection) for future collection development decisions, to adjust current inventory figures, and for the annual report.

Using computers for deselection: MakLib library functions are partially automated, the computer system aids in the weeding process. The library system Virtua has been used for circulation for at least four years now, it supports weeding by generating lists of books that have not circulated but also for system de-accessioning or change location.

De-accessioning: MakLib book ownership, authority and security symbols must be removed or cancelled, catalogue/accession records and the shelf list must be amended, either remove all stamps, labels, accession numbers, book cards, book pockets, date labels, tattle tapes and barcodes or design a stamp that indicates sale of the books for example sold, cancelled, stamp should act as a seal, Remove deselected book records from Virtua and other Book Bank local records and databases, give new location status to books, the approval for deselection must be documented and records must provide a clear audit trail.

Replacement: Books with high use faulty, damaged, aged and/or deteriorated, are replaced through acquisitions where possible. If replacement is desirable and the book is unique, consideration should be given to preserving the informational content in another format.

MakLib Disposal Process

Deselection of any book is approved by faculty and college librarians assisted by acquisitions librarians while disposal is done by Makerere University procurement officers advised by acquisitions librarians. Books are collected in one place, for example request for space from the main library has been made for retention and general sale. In case of multiple copies, after deselection two copies of each title are be retained at MakLib Open Shelves section this in open access or leave books in their respective storage units, here they retain what is necessary in terms of demand and available space. Transfer and donations of books which are more appropriate to another college or other institution's collection, are taken to be to those institutions which agree to keep them when disposal is approved. Assess physical condition of books to ascertain need to bind, minor repairs are done in the units using cellotape and glue, binding is done in MakLib bindery section no fee is payed, reproduction is done at MakLib. Digitisation section. Identify books torn beyond repair and suggested ways they can be handled, advise procurement unit on donations, advertise sale to students, staff, schools, other universities and institutions and the general public, paper recycling companies or destruction through burning, conduct actual sale, involve budgeting, man power, venue, look into the resale of books not sold in the first sale and how many times a resale should be done, sale ought to be subsidised. Prepare list of sold off books including sale prices. Propose and eventually decide on dates and frequency of sale, call meetings, report and hand over sale proceeds to library administration, also inform PDPA, report writing, compile lists of books not sold, investigate and report why not sold, recommend for

other action. The approval for withdrawal and disposal must go on record, and number of books withdrawn and/or disposed must be reflected in the annual statistics relating to the size of the collection.

Retention period and review of the weeding/disposal policy: Only two copies of each title to be retained in the Main Library Open Shelves section so there is no retention on other copies. Review of policy to be done every 5-7 years.

Challenges during deselection:

- i. Deciding on retention period and space
- ii. Working with faculty slows the process because to them basics of subject areas are still the same
- iii. Quantified justification of deselection
- iv. Discarding books that could be asked after.
- v. Source of additional staff and funds during the course of the whole deselection process
- vi. Assurance that a decrease in numbers of books will not lead to a budget cut
- vii. Handling of actual transfer or disposal of books the equipment, manpower, space.

6 .Conclusions

In many academic libraries, deselection has not been provided for in the existing policies. However, as professional in the library, there is need to realise that we cannot have a useful, fit for purpose collection if weeding is ignored. Therefore, from sharing experiences such as this one, we can gather ideas on best practices to start a context specific weeding process. When considering deselecting, keep in mind that every library is different; every library has unique priorities and problems. Remember that guidelines are not rules and still require intelligent and informed decision-making for each individual book. Also note that deselection ensures continuity and consistency in selection and revision. It also provides useful information to library staff whose work is collection based. Use of student interns has helped with man power issues. Disposal has been tasked to procurement officers to emphasis the legality of the process. Storage of two copies of each book is encouraged so as not to completely rid the collection of a particular title. Title of topics that change rapidly should be reviewed and updated every five years after that could be misleading and inaccurate and harmful. Items more than ten years old should almost always be discarded since even siting the in teaching and research is discouraged.

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