

## **1. PURPOSE AND SCOPE**

- 1.1 This procedure aims to portray the methods employed by the University of Malta (UM) Library to maintain a current and relevant academic collection for the ultimate benefit of the end-user.
- 1.2 A detailed explanation of the stock-taking exercise and withdrawal process is provided.

## **2. DEFINITIONS**

- 2.1 ALMA: The Library Management System (LMS) implemented by the UM Library in July 2017.
- 2.2 LMS: Library Management System. This system is an integrated set of applications designed to perform the business and technical functions of a library, including acquisitions, cataloguing, circulation, and the provision of public access.
- 2.3 LSO: Library Support Officer
- 2.4 S/T: Stock-taking necessitates that different librarians check all publications on shelf against a list provided by the Library Management Software.
- 2.5 UM: University of Malta
- 2.6 Weeding: The process of removing library material permanently from the UM Library on campus and its branches. This process is essential to keep a relevant collection, thus ensuring that the collection continues to support the various course programmes offered by the UM.

## **3. RESPONSIBILITIES**

### **3.1 Roles and Responsibilities of the Head of the Reading Halls**

- 3.1.1 The Head of Reading Halls is mainly responsible to plan, coordinate and administrate S/T to librarians.
- 3.1.2 The Head of Reading Halls is responsible for assigning tasks related to duties which have to be completed following the S/T exercise to other librarians forming part of the Reading Halls.
- 3.1.3 The Head is responsible for checking all the database amendments.

- 3.1.4 Once the Result Forms are finalised the Head of the Reading Hall is responsible for communicating observations with the Management.

#### **4. HEALTH AND SAFETY REQUIREMENTS**

- 4.1 N/A

#### **5. PROCEDURE**

##### **5.1 Stock Taking procedure**

- 5.1.1 The Head of the Reading Halls presents the librarians with an updated list of print publications generated from ALMA as the Library Management System (LMS). The list is generated for every range (for example B1 to BF500) before the S/T exercise commences. An email is sent to the librarians, explaining details on the task to be undertaken including the date and time when it is to be carried out and the range to be covered. The respective heads and the Management are also copied in this email for information purposes only. This S/T exercise is held on a weekly basis.
- 5.1.2 The Librarians have to check the availability of books on shelves against the printed list. Publications not retrieved on shelf are marked accordingly on the printed list and afterwards checked against the LMS to determine if these are currently on loan. The Head of the Reading Hall checks the records that are still missing against other departments within the library and if found the necessary amendments on the LMS are implemented. If not found the item status is marked as missing. The acronym OL is used for books that are on loan.
- 5.1.3 If a book is found the 'Missing' status is turned back to 'Not in Process' i.e. available. If the book remains missing the 'Missing' status is turned to 'Lost'. The same process is repeated after 6 months for lost books and the item process status is then altered to 'Withdrawn'.
- 5.1.4 Books are removed from the shelf if:
- the shelf mark on the spine label is different from shelf mark printed on the list. A mark is made next to the wrong shelf mark and the publication is placed on a trolley.
  - the publication is not on the list.
- 5.1.5 In both scenarios all publications are checked by the Head of Reading Halls to correct/replace incorrect spine labels and amend any errors on the book plates or the catalogue. Replacement of spine labels and routine updates on LMS are done by librarians of the Reading Halls. Updates requiring detailed amendments are

processed by the Head of Reading Halls. When the necessary updates are carried out the publications are shelved accordingly.

- 5.1.6 After the exercise is completed the Head of Reading Halls compiles statistics. i.e. Result Form (Appendix 7.1) and communicates any observations to the Library Management.

## 5.2 Weeding and withdrawals

- 5.2.1 Weeding is the process of removing out-dated physical items, being print publications and non-book items such as CDs, DVDs, microforms and electronic resources, with the aim of maintaining a vital and current collection. Before weeding items, a list of publications to be weeded is compiled and sent to the Library Management for approval.
- 5.2.2 The UM Library supports the idea of having academic insight before books are weeded out unless the book is not in a poor condition that might be replaced by a new copy (UM Library Weeding Policy, 2015).
- 5.2.3 Academics are invited to set up a preliminary meeting with the Head of Reader Services Manager after which on-site sessions are coordinated with the academics to carry out the weeding exercise.
- 5.2.4 A list of weeded items is drawn up by staff of the Reading Halls and forwarded to the Library Management for approval by the Deputy Director or Director (Appendix 2).
- 5.2.5 Reading Halls staff may withdraw items if publications are in poor condition including:
- frayed or broken bindings
  - yellow, brittle pages
  - soiled covers and pages
  - missing pages and illustrations
  - heavily marked pages
  - mutilation or damage
- 5.2.6 Books in poor condition must be withdrawn and replacement copies ordered in the same or, where available, in most recent edition. Books which are in bad physical condition but still of importance to the study programmes should be sent for binding (providing the binding cost will not exceed the purchase of a new copy). Dust jackets, even in poor condition, should not be removed.

5.2.7 In instances where books are declared lost by students a new copy is ordered; unless a copy of the book declared lost is provided by the student. New book orders are handled by the Circulation Staff.

5.2.8 Withdrawals of books declared lost by students are partially handled between the Head of Circulation and Reading Halls.

## **6. REFERENCES**

6.1 UM Library Weeding Policy, 2015 [Online], Available at <https://www.um.edu.mt/library/oar/bitstream/handle/123456789/6186/Policy%20-%20Weeding%20November%202015.pdf?sequence=1&isAllowed=y> [Accessed 16th October 2017].

## **7. LIST OF APPENDICES/WORKSHEETS**

7.1 Appendix 1: Result Form

7.2 Appendix 2: Example of Withdrawal List

Appendix 1: Result Form

**Results Form**

Section

HN

Total number of books

Date

Persons conducting ST exercise

Group 2 Team 1

Name & Surname

Group 2 Team 2

Name & Surname

Group 3 Team 1

Name & Surname

Group 3 Team 2

Name & Surname

Group 4 Team 1

Name & Surname

Group 4 Team 2

Name & Surname

Missing books

Books On Loan

Incorrect spine labels

Incorrect information on plate

Incorrect information on database

Not retro-converted

Shelved elsewhere

Other comments:

Charlene Grima

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Head of Reading Halls

Attachment of 'Missing Books'

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Appendix 2: Example of Withdrawal List

<b>Withdrawals QA by Prof.Alexiei Dingli March 2017</b>					
	<b>SHELFMARK</b>	<b>TITLE</b>	<b>AUTHOR</b>	<b>BARCODE</b>	<b>DOP</b>
1	QA76.9.U83 B363	3D User Interfaces with JAVA 3D	Jon Barrilleaux	260603	2001
2	QA76.9.D3 S56915 1994	Mastering Paradox 5 for windows	Alan Simpson	213669	1994
3	QA76.73.B3 M559	The official reference for Microsoft Visual Basic 6.0	Microsoft press	258392	1998
4	QA76.89.J37 A/V	Building Tablet PC applications	Rob Jarrett and Philip Su	364575	2003
5	QA76.76.D47 W38 1996	Delphi 2 by Example - The Easiest Way to learn how to program	Scott I Warner and Paul Goldsman	263687	1996
5	QA76.76.D47 W38 1996	Delphi 2 by Example - The Easiest Way to learn how to program	Scott I Warner and Paul Goldsman	263686	1996
7	QA76.73.J38 L59 2000	Pure Java 2	SAMS	327411	2000
7	QA76.73.J38 L59 2000	Pure Java 2	SAMS	327410	2000
9	QA76.73.B3 P4 1998 A/V	SAMS Teach Yourself - Visual Basic 6	Greg Perry with Sanjaya Hettihewa	283744	1998
10	QA76.625.B757 2001	Core Web programming	Marty Hall and Larry Brown	258522	2001
10	QA76.625.B757 2001	Core Web programming	Marty Hall and Larry Brown	260599	2001
12	QA76.73.B3 V569 A/V	Visual Basic 6 - Interactive course	SAMS	326931	1998
13	QA76.73.B3 M659	Basic Basic - An introduction to Programming	Donald M Monro	138410	1978
13	QA76.73.B3 M659	Basic Basic - An introduction to Programming	Donald M Monro	138408	1978
13	QA76.73.B3 M659	Basic Basic - An introduction to Programming	Donald M Monro	138409	1978
16	QA76.73.B3 M65	Interactive computing with Basic	Donald M Monro	28941	1974
16	QA76.73.B3 M65	Interactive computing with Basic	Donald M Monro	106578	1974
18	QA76.64.W37	Delphi by Example - The Easiest Way to Learn how to program	Blake Watson	219934	1995
19	QA76.76.H94 B87	HTML Goodies	Joe Burns	241392	1998
20	QA76.73.P2 M35	Pascal Made Simple	Peter Mcbride	239710	1997
21	QA76.73.P2 G76 1980	Programming in Pascal	Peter Grogono	129838	1980
22	QA76.73.P2 D34 1994	Introduction to Pascal and structured design	Nell Dale and Chip Weems	248827	1994
23	QA76.625.D47 2002 A/V	Internet & World Wide Web	Deitel Deitel and Nieto	265927	2002

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24	Qa76.625.D45 A/V	e Business and e Commerce	Deitel Deitel and Nieto	284845	2001
25	QA76.73.B3 M559	The official reference for Microsoft Visual Basic 6.0	Microsoft press	258393	1998
25	QA76.73.B3 M559	The official reference for Microsoft Visual Basic 6.0	Microsoft press	258394	1998
25	QA76.73.B3 M5589	The official reference for Microsoft Visual Basic 6.0	Microsoft press	246405	1998
28	QA76.9.D3 J4694 1997	Using Access 97	Roger Jennings	241388	1997
29	QA76.9.D5 E38 2001	Cor JINI	W Keith Edwards	284848	2001
29	QA76.9.D5 E38 2001	Cor JINI	W Keith Edwards	255898	2001
31	QA76.9.C55 W385 2003	SAMS Teach Yourself Microsoft SQL Server 2000	SAMS	308055	2003