

“RIGHT-SIZING” THE REFERENCE COLLECTION

(Source: Frase, Rose M., and Barbara Salit-Mischel. "Right-Sizing the Reference Collection." *Public Libraries* 46.1 (2007): 40-4.)

1. Designate a project team and team leader
2. Print out a shelf list of the reference collection
3. Perform an inventory
 - Eliminate titles not found on the shelves
 - Add titles not included on shelflist printout
4. Gather usage data about the collection
 - Determine the busiest 2- or 3-month period (e.g., February through May, Monday through Sunday, every other week)
 - Post signs advising users not to reshelve reference materials
 - Provide labeled carts for used materials
 - Provide empty shelves for perusing materials in the stacks
 - Designate a “roving librarian” to check carts and tables every hour and enter data
 - Make a hashmark by each title used
 - Highlight titles used
5. Review the data and evaluate materials based on usage (e.g., 0 usage, 1 usage, etc.)
 - Note: “little use” items may be retained if they provide depth not found elsewhere in print or electronic format
6. Weed the collection to determine which items will be:
 - Retained
 - Discarded
 - Moved to the circulating collection