



City of Arts & Innovation

Board of Library Trustees

TO: BOARD OF LIBRARY TRUSTEES

DATE: FEBRUARY 25, 2019

FROM: RIVERSIDE PUBLIC LIBRARY

SUBJECT: PERIODICALS AT THE MAIN LIBRARY UPDATE

ISSUE:

Receive and file an update on periodicals at the Main Library.

RECOMMENDATION:

That the Board of Library Trustees receive and file this update on periodicals at the Main Library.

BACKGROUND:

The Riverside Public Library has an extensive collection of unique periodicals that are in various formats bound, unbound, microfiche, microfilm, etc. These periodicals have largely been unused by Library customers over the last few years as more journals and periodicals are available online and through paid database subscriptions.

The periodicals collection at the Main Library has not gone through a thorough weeding process, an essential library practice in which materials are removed permanently from the Riverside Public Library's collection. The weeding process maximizes the collections' usefulness and ensures that they remain viable and continue to support customer service needs. In an effort to be transparent, staff is bringing this update to the Board of Library Trustees for discussion prior to start of the project.

DISCUSSION:

As staff prepare to move the Library collection to the new Main Library it is the ideal time to evaluate the needs of the periodical collection. As part of this evaluation, staff anticipate weeding the majority of periodicals in the collection. A benefit of the weeding process increases the availability of shelf space for newly acquired materials.

Decisions to weed are made within the context of the *CREW: A Weeding Manual for Modern Libraries* (2012), the Materials Selection Policy Section I-B-07 of the Riverside Public Library approved by the Board of Library Trustees on September 24, 2001 (Attachment 1), and

Deselection (Weeding) of Materials/Responsibilities procedures established in June 2005 (Attachment 2).

Current Riverside Public Library practice is to weed the print collection at the Main Library and each library location on a regular basis. Staff use pre-established guidelines to ensure items are being removed from the collection in a systematic way. Factors include how long it has been since the print collection was circulated, accuracy of information, physical condition of the book, etc.

CREW: A Weeding Manual for Modern Libraries, published in 2012 by the Texas State Library and Archives Commission, is the main authority for public libraries when it comes to weeding materials. When weeding periodicals, it lists the following to consider:

1. Current use:
 - Few periodicals are used five years after the publication date.
2. Interest in circulating older issues:
 - Does the library permit older issues to be borrowed?
 - Does the community want to borrow older issues?
3. Indexing available:
 - Is the periodical included in standard indexes?
4. Full-text availability in online databases:
 - Will patrons find the articles needed for research in the library's online databases?
5. Space availability:
 - Does the library have space to store older issues that are not used on a regular basis?

Considering each of these areas as it relates to the titles held is important. Over the last three years, 47 titles have been requested for a total of 6,519 times (Attachment 3). All of the titles listed will continue to be available through the Library or easily accessible via Ebsco MasterFILE Complete or Interlibrary Loan.

Ebsco MasterFILE Complete is an online database that provides access to over 2,300 full-text magazines and journals, 870 full-text reference books, 73,000 full-text primary source documents 1.6 million photos, maps and flags, more than 70,000 videos from the Associate Press.

Interlibrary Loan is an internal library program where customers are able to request materials from other lending institutions for a nominal fee. These materials are only available to the public for viewing and making photocopies and are not available for borrowing.

Older periodical issues are not available for circulation, however, the Library subscribes to Ebsco Master File and there has been increased availability online for a number of periodicals. Periodical titles are not accessible via the Riverside Public Library's online catalog.

Shelving for periodicals will be limited at the new Main Library, however the Library intends to keep the following:

1. Back issues of periodicals the Library subscribes to, for up to three years, depending on publication, (for example, the Library will keep up to three years of back issues of Arizona Highways, Brides, Consumer Reports, etc.);
2. Local history related periodicals such as The Press Enterprise current and microfilm, Arlington Times, Press, and Enterprise;
3. Other items not easily accessible through Interlibrary Loan, online or some other means; and
4. *St. Nicholas*, a children's magazine that is part of the Dorothy Daniels Collection.

Periodicals relevant to local history are not included in this list. Local history items such as the Arlington Times, Press, Enterprise and Press Enterprise will continue to be maintained by the Library.

Upon removal of selected periodical items from the collection that meet the *CREW* areas for weeding, Library staff will give the items to the Friends of the Riverside Public Library to sell at the Library or online. Periodical items not wanted by the Friends of the Riverside Public Library will be offered to other California Libraries and local schools and if the periodical items are not wanted by any of these groups, then the periodicals will be recycled.

FISCAL IMPACT:

There is no fiscal impact associated with this report. Any funds raised by the sale of the periodicals will go to the Friends of the Library. Shipping costs for materials will be paid for by the jurisdiction requesting the items.

Prepared by: Erin Christmas, Library Director
Certified as to
Availability of funds: Edward Enriquez, Chief Financial Officer/City Treasurer
Approved by: Lea Deesing, Assistant City Manager

Attachments:

1. Materials Selection Policy I-B-07
2. Deselection (Weeding) of Materials/Responsibilities Policy V11-E-03
3. Periodicals Usage 2016-2018