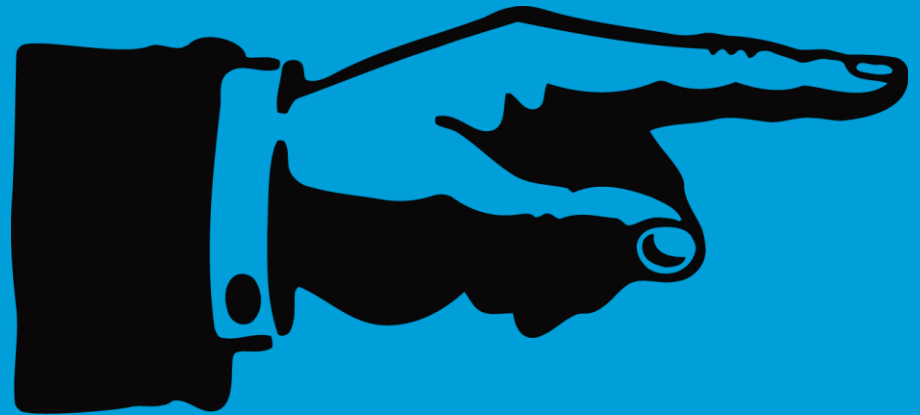


# **Streamlined Collection Management using Categorisation: The Leeds Method & Practice**

**Chris Senior**  
Library CDM Manager



## Leeds Categorisation Method & Practice:

- The Problem
- Categorisation?
- The Approach
- Mechanics of the Process
- An evolving Mechanism
- Now
- Future... for Leeds and nationally?
- Questions for you?

## The Problem(s)

- c. 2.9 Million volumes
  - 10 Sites **plus** Special Collections
  - Space & accommodation pressures
  - ID focus on new purchases (distinctive & active subjects)
  - *Also* Conservation, Stock Moves, Circulation, Donations...
  - No subject librarians or direct School liaison
- 
- **How to assess the above to inform future Library activity with only '2.5 FTE' Staff ?**

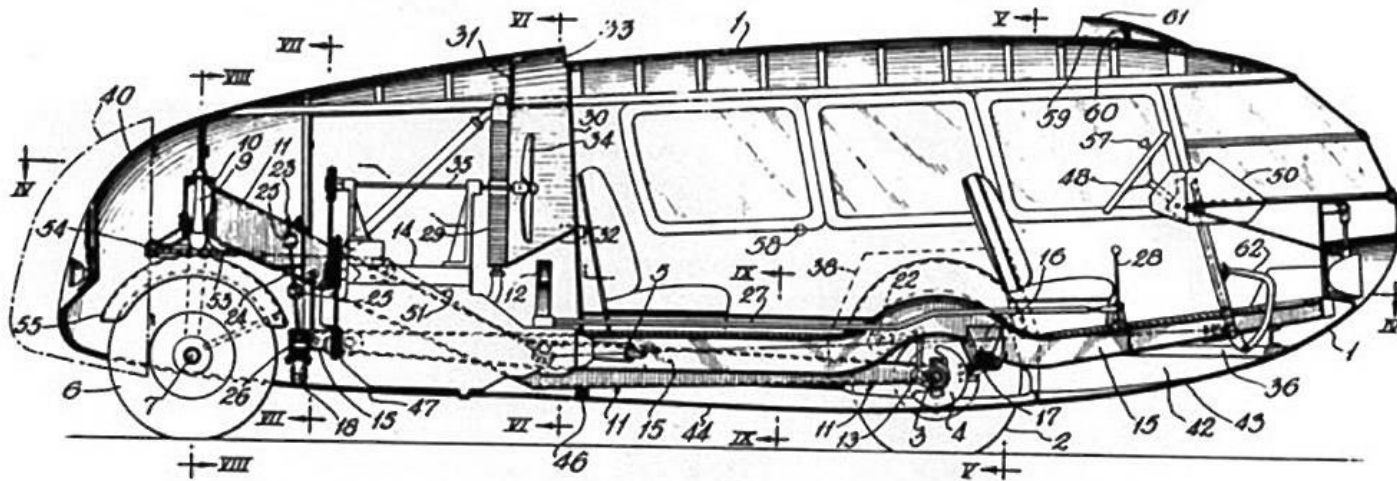


## The Context: **Leeds Categorisation**

- **Heritage**: Excellent (rare & sizeable) subject collections to retain AND actively develop as strong University activity.
- **Legacy**: Excellent (rare & sizeable) subject collections to retain BUT growth incidental as not core University activity.
- **Self Renewing**: Solid but not unique collections of working material (not only textbooks). Maintain while Univ. active.
- **Finite**: Small collections not relevant to current University activity.

## Is it Streamlined?

- Decade in the making
  - Brand New Library Building
  - Fully Refurbished Library
  - Stores Expansion
  - Library Staff Reorganisation (subject support)
  - Expansion of Special Collections
  - External Commitments (White Rose, UKRR etc.)
  - and now.... currently transferring to a new LMS



22. Dymaxion car. Patent drawing filed 1933.

## LESSON #1

Other priorities will intrude.  
Work to KEEP momentum.

## The Approach (2015 onwards).

### Recognise:

- Need Systematic Assessment for Majority of Stock
- No single source is authoritative or reliable
- Range of 'subjective' sources must also be evident
- Need for data crunching and experimentation
- Documentation and Control of process
- Must flag results directly into Catalogue
- Ensure Senior Management & Faculty buy-in

## Mechanics

*The process evolved into*

**STAGE A (PAST)** and **STAGE B (CURRENT)**

- Principle 'Systematic' Analysis using **Copac CCM Tool**
  - Allows Statistical Results (thresholds & criteria)
  - Full control over Submissions (Leeds' own classmarks)
  - Import/export features (Excel) to annotate catalogue
  - Freedom to experiment & alter parameters
  - Conducted over 2,000 cross-site subject-level searches

BUT Not the whole story....



## Mechanics *continued...*

- Past Library Activity ‘Subjective’ evidence / sources
  - School level collection policies and other faculty feedback
  - Faculty Librarians (individuals) and cross-team group workings
  - Retired and Academic Staff interviews
  - Previous assessments re. insurance, preservation, disaster recovery priorities, editing works etc.
  - Known Special Collections strengths
  - Other factors (political element)

## LESSON #2

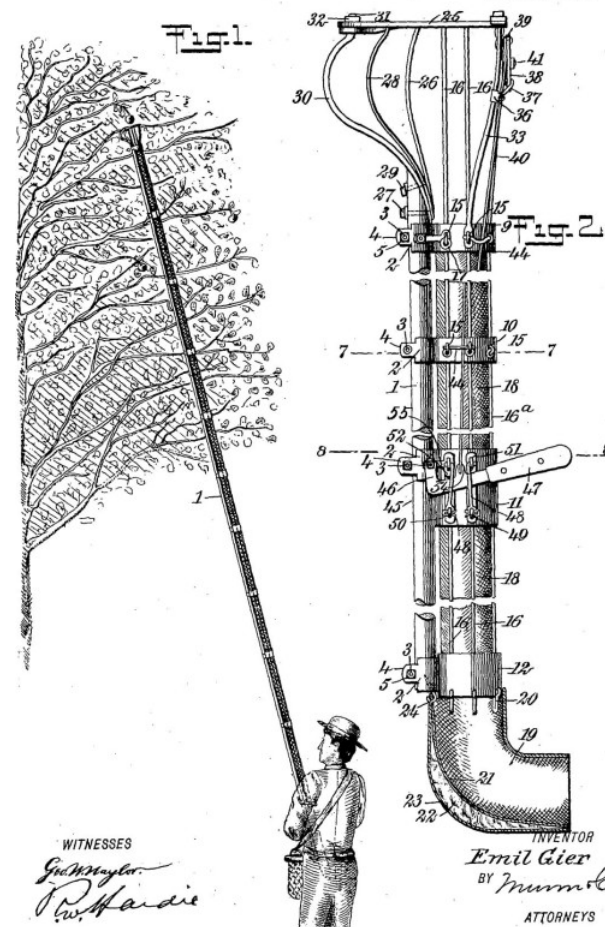
Pick all sources  
(internal & external)  
that work for your library  
and institution.

No. 863,380.

PATENTED AUG. 13, 1907.

E. GIER.  
FRUIT PICKER.  
APPLICATION FILED JAN. 3, 1907.

3 SHEETS—SHEET 1.



## STAGE A: Practical

- KEY: Identified that **Heritage & Legacy = Retain**
- Assessing strength of PAST holdings (existing stock)
- Apply CCM Tool **PLUS** past activity as a Filter
- Some work generated new areas of investigation...  
...while others proved to be dead ends.
- Work was in context of site refurbishments & new builds  
(not an isolated or theoretical exercise)

## STAGE A: Criteria used as a Filter for 'Retain'

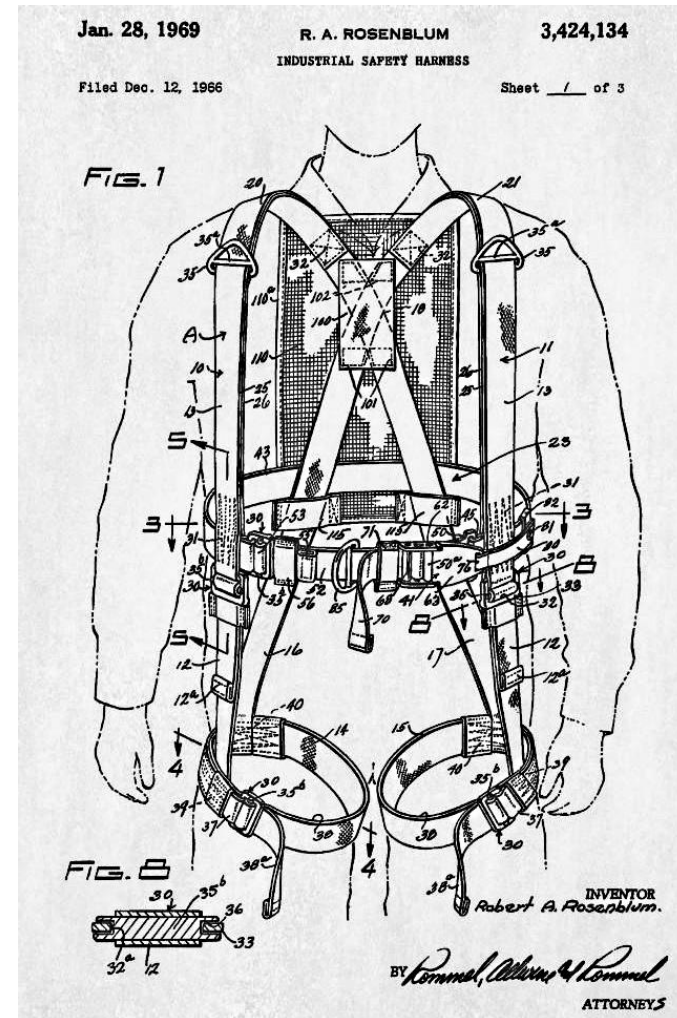
- A1: Reputation / Historic
- A2: Special Collections
- A3: Named Collections
- A4: Reference material
- **A5:** Full Classification - Rarity CCM Tool
- **A6:** Full Classification - Comparative Size CCM Tool
- **A7:** Sub Classification - Rarity CCM Tool
- **A8:** Sub Classification - Comparative Size CCM Tool
- **A9:** Rationalisation CCM Tool
- A10: Journals UKRR informed
- A11: Seminal Authors or Works
- A12: Individual item rarity

## LESSON #3

Safety First.

Risk Management.

*But is not risk free*



## To January 2019

- Ruled on (largely) standard CCM thresholds and assigned 'retain' criteria to ranges of classmarks
  - Rarity:**  $\geq 40\%$  of collection with  $\leq 4$  duplicates elsewhere in UK
  - Comparative Size:** Leeds 3x more items in subject than other UK site
- **Flagging item records within classmarks with (internal) tags for 'retain' *and* criteria used eg A1, A2 etc.**
- Journals separately, including exhaustive parallel UKRR submissions (informed by the book categorisation)

## LESSON #4

Be systematic and  
organised.

Document your  
evidence at all stages.

Nov. 5, 1963

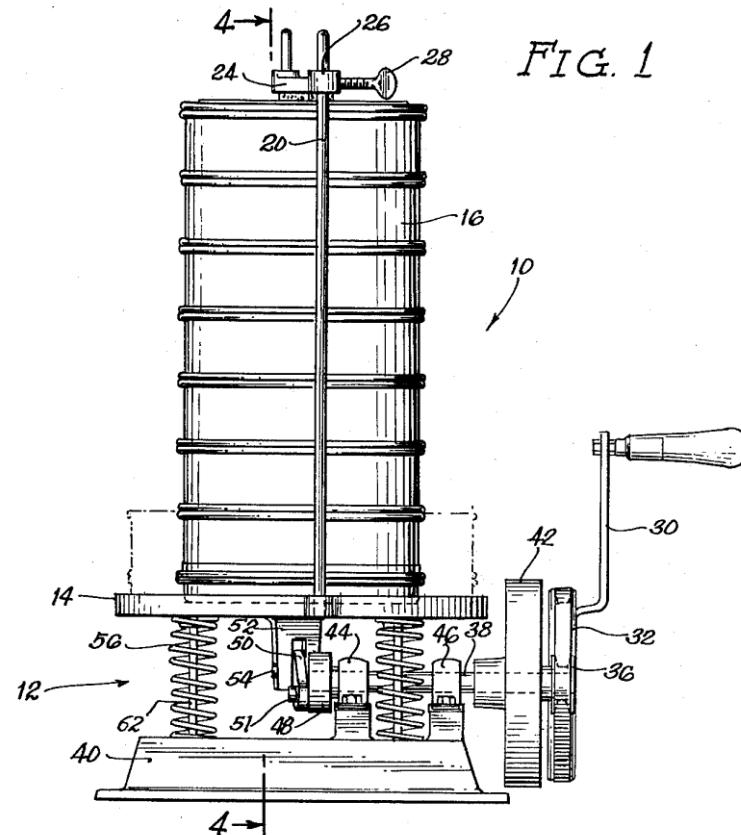
H. F. GREENWELL

3,109,808

SIEVE SHAKER

Filed Feb. 3, 1961

2 Sheets-Sheet 1



## STAGE A: **First Pass** Findings

- RETAIN Status (systematically identified) applied to...
  - **40%** of Brotherton Library (Arts & Humanities) research collections.
  - **27%** of Edward Boyle Library (Science, Technology & Social Sciences) research collections.
  - **3%** of Health Sciences Library (Health) research collections.
- Languages *not yet done* special issues re. rarity and in some cases transliteration (non Roman scripts) duplication analysis.
- E-titles *not yet done*



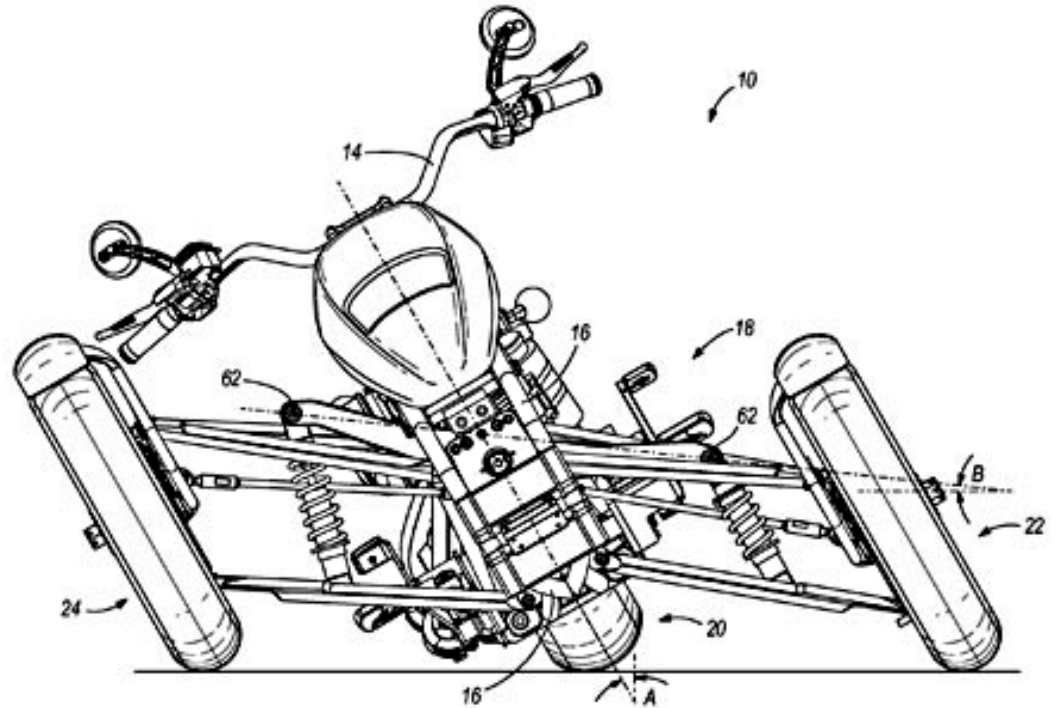
## STAGE A: Current & Ongoing Work

- Address gaps / fine-tuning to increase % of 'Retain'
- Special Collections holdings and mapping into scheme to retain as supportive resources
- Allocate named & deposit collections as Retain
- Flagging individually rare items in non-retain subjects
- Protect 'seminal authors & works' in non-retain areas
- Further investigation of multi-disciplinary studies
- Consider problem areas (Languages)

## LESSON #5

**Be Flexible  
and ready to adjust  
or revisit your  
approach.**

*Don't be afraid to  
reject what isn't  
working.*



## Authority & Control

- Work regularly ratified by Senior Library Management.
- General principles (and editing where applied) approved by Faculty Boards / Academic Library Representatives.
- *Have avoided traditional circulation of large ‘stock edit’ lists for approval: some exceptions for journals.*
- Ongoing process, especially message of ‘editable’ subjects **NOT ALL (or much) will actually be discarded, but stock could be edited from these subjects (target driven/loans).**

## LESSON #6

Using a range of evidences  
(and acknowledging their individual limitations)  
helps reassure both users  
and managers.

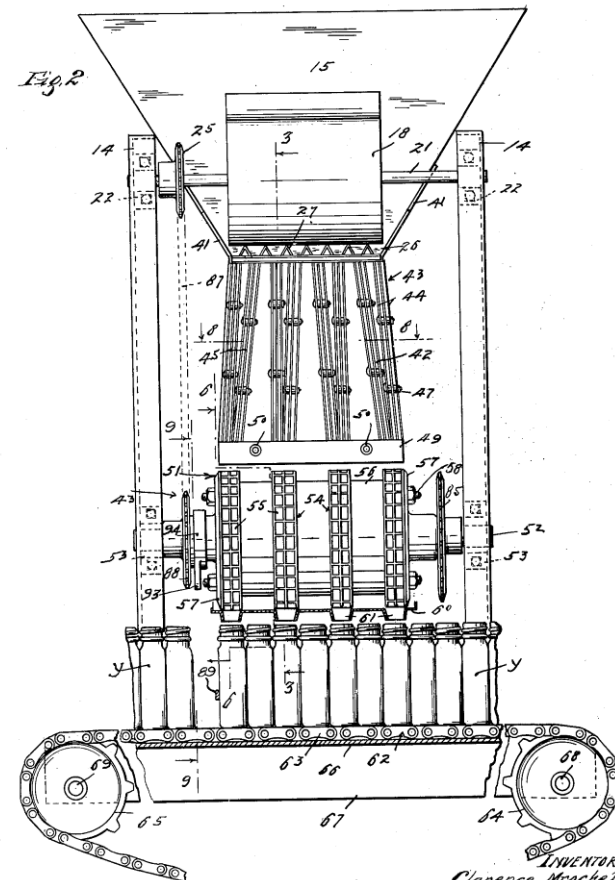
May 23, 1950

C. MRACHEK  
MACHINE FOR SORTING, COUNTING, AND  
PACKAGING MEDICINAL TABLETS

2,509,069

Filed Oct. 4, 1945

5 Sheets-Sheet 2



INVENTOR  
Clarence Mrachek  
729 1/2 S. 11th St.  
Henry H. Nelson

## Practical Operations at Leeds started

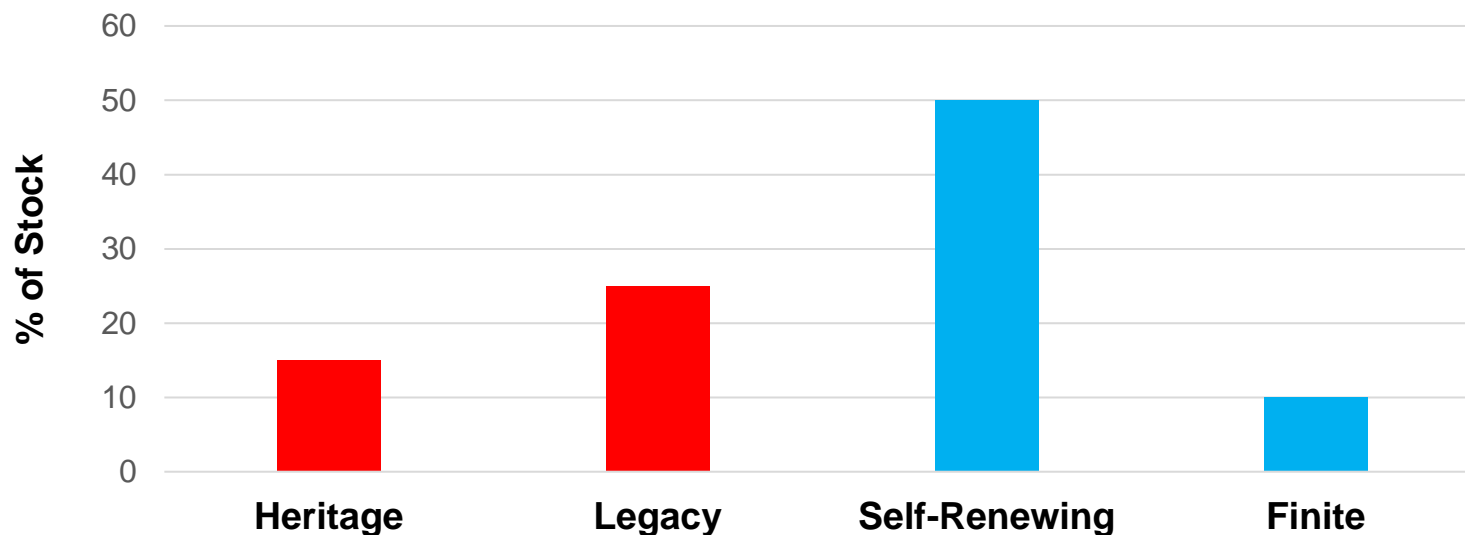
### STAGE A ...

- Drive relegation and reorganisation in Brotherton Library
- Launch multisite stock editing and auditing programme to ensure all research libraries are under control.
- Manage space shortages in Stores.
- Pilot launch to assess the physical condition of Leeds 'Retain' (Heritage and Legacy) research collections.

## STAGE B: Aims to reflect Current University activity

- To finally allocate all 4 'Leeds Categories' to all subjects
- Use STAGE A (Retain) Decision as starting point

### *Anticipated MANAGED Categorisation estimates for Leeds collections*



## STAGE B: Final Full Categorisation

- Focus not on Past but CURRENT University Activity
- Split analysis between STAGE A results...
  - **Retain** (Distinguish between Heritage v Legacy)
  - **Other** (Distinguish between Self-Renewing v Finite)
- Multiple criteria required for higher categories, not a filter eg must be University Active and proven (higher thresholds)
- *Modelling and testing work is ongoing*

## STAGE B: Re-apply Criteria for Full Categorisation

- B1: Sci-Val analysis *etc.* Current University Activity
- B2: REF-RAE analysis Current University Activity
- **B3:** Rarity **CCM Tool (BUT apply Higher thresholds)**
- B4: Special Collections
- B5: Reputation / Historic

If RETAIN from Stage A, must have...

B1 or B2 **AND** satisfy 2 criteria of B3, B4 or B5 = **Heritage**,  
otherwise subject = **Legacy**

If NOT RETAIN from Stage A must have...

B1 or B2 = **Self-Renewing**, otherwise subject = **Finite**

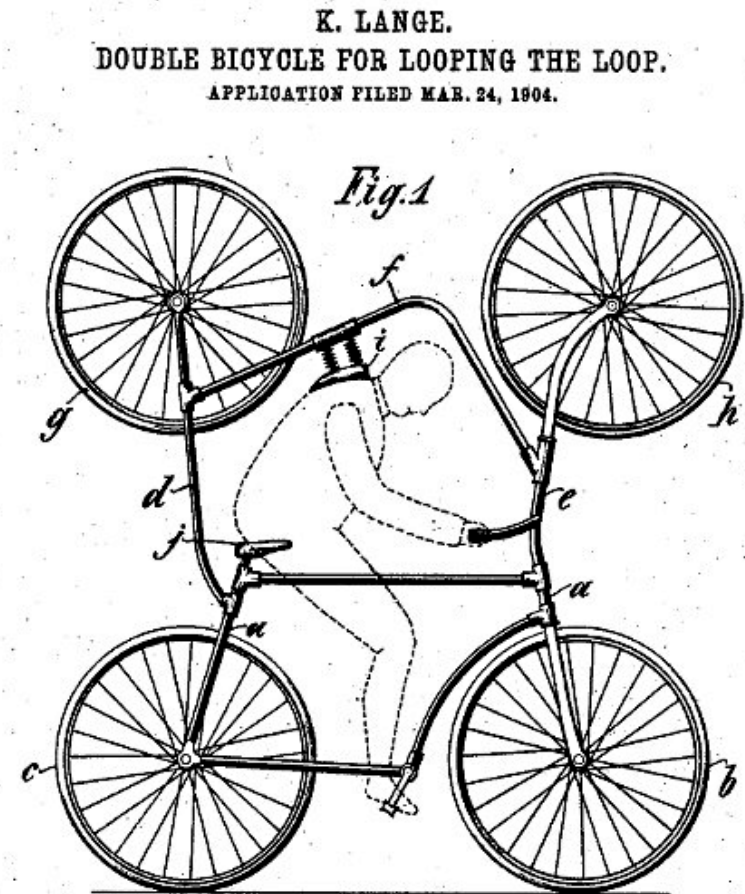


Is it Streamlined ?

## LESSON #7

Don't Underestimate  
the Time & Effort  
Required

*It can sometimes be an  
uncomfortable ride*



## STAGE B will aid... *locally*

- Programme of editing and auditing all research collections adds **Loans/Usage analysis**
- Collection Development priorities (Heritage)
- Preservation, Conservation and Digitisation tasks
- Gifts management
- Stock editing & relocation (future building projects/space)
- Improved knowledge & exploitation: resource discovery
- **Aim at First Pass 'B' results by 2019-20**

## Longer Term... *local to national* ?

- Stage A + B assessment revisited with new information (eg Special Collections input)
- Assess non-print and language resources.
- Actively focus on developing collections
- Support building projects, limited staff resources and stock-space needs.
- This is a local decision making process BUT has potential (voluntary flagging of 'retain' records) to inform other UK libraries retention decisions...

## National Outlooks: Questions to you?

Is not (yet) a top-down model re. UK 'monograph collection'.

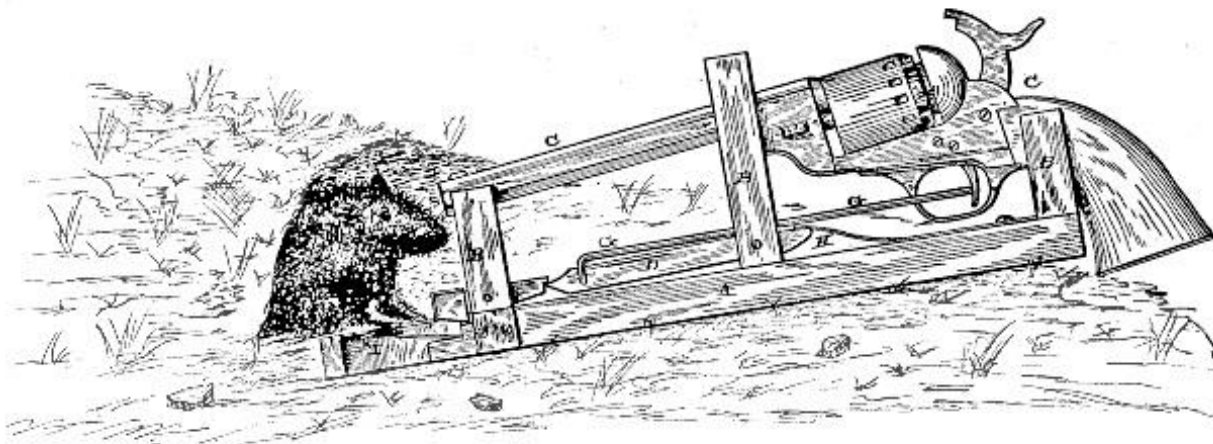
**Q.** Any interest in local/bottom-up approach to national monograph retention (e.g. local decisions flagged on NBK)?

**Q.** What are other UK libraries planning to do 'in-house'?  
Waiting for NBK or more pro-active?

**Q.** Some libraries have *adapted* Leeds categorisation.  
What work done? What local tweaks applied?

# Thank you for your time

## Comments or Questions?



(No Model.)

J. A. WILLIAMS.

ANIMAL TRAP.

No. 269,766.

Patented Dec. 26, 1882.

**Chris Senior (CDM Manager) [c.m.senior@leeds.ac.uk](mailto:c.m.senior@leeds.ac.uk)**