THE PROBLEM

Too Much Stuff!

TIDYING UP

• Created an advisory group within the Collection Development Committee.
• Invented all non-circulating books.
• Grouped the types of books together: faculty publications, local author non-fiction, local author fiction, Jacksonville history, poetry.
• Assessed books by type and made disposition recommendations to the Collection Development Committee.
• Transferred books to the general collection or deaccessioned books marked for removal from Special Collections.
• Labeled, bar coded, and re-shelved items remaining in Special Collections. The new labeling showed which books in the non-circulating collection had been reviewed.

THE SOLUTIONS

First: Created Collection Criteria

• Focus on Northeast Florida/Southeast Georgia region (St. Johns River Basin, as far west as Ocala/Gainesville; First Coast, as far south as St. Augustine, as far north as Jekyll Island in coastal Georgia), with significant Jacksonville content.
• Collect local authors with Jacksonville content and context (i.e., not someone who retired to Florida and is mostly writing about somewhere else).
• Book supports a Special Collection at UNF (examples: Civil Rights, Black History, ERA), or collected works (Northeast Florida Literary Heritage Collection).
• The author has subject authority, and the work is current, accurate, balanced and would be relevant to our researchers.

Second: Went With the Flow

Developed a flowchart to help with sorting the collection. Each type of book assessed added new processes to the flow chart to document decisions (see Figure).

Choose what to keep, not what to get rid of”
-Marie Kondo, The Life-changing Magic of Tidying Up

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