

2018 Small Library Automation Software Review and Library Weeding guidelines to prepare for Automation or just make your collection more accessible

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Part One: Small Automation Software

Compare product features and ratings to find the right Library Automation Software for your organization.

Library Automation Software Reviewing Sites:

Review Site One: Capterra

The Ten Top rated library automation software according to Capterra

Capterra is the leading online resource for business software buyers. Founded in 1999, Capterra features validated user reviews and independent research across hundreds of software categories. From Accounting to Yoga Studio Management, Capterra covers it all. Each month, Capterra helps more than three million buyers find the right software. Capterra is a Gartner company.

Capterra is **free for users** because vendors pay us when they receive web traffic and sales opportunities. Capterra directories list **all** vendors—not just those that pay us—so that you can make the best-informed purchase decision possible. <https://www.capterra.com/about>

[Top Ten Library Automation Software Solutions as reviewed by Capterra.](#)

1. [Lucidea Integrated Library Systems](#)
2. [Mandarin](#)
3. [Apollo](#)
4. [Evolve Library](#)
5. [Eloquent Library](#)
6. [ResourceMate](#)
7. [LibraryWorld](#)
8. [Surpass](#)
9. [Alexandria](#)
10. [Insignia Library System](#)

Read the Complete List of Capterra's Review of the Top Library Automation Software Products (71 Library Automation Software Products) Chose you own reviewing criteria. Filter this search by the requirements for your library automation software such as check-in and check-out, circulation and catalog management, etc. To see the list the total list of 71 library automation software products to limit to preferences, [click here](#)

Capterra also allows you to search the School Administration Software category (545 Software Titles) and limit that group by those programs that are for K-12 schools and also contain a Library Module for a total of 117 Software titles. To see these results, [click here](#)

Library Technology Guides is another company that provides comprehensive and objective information surrounding the many different types of technology products and services used by libraries. It covers the organizations that develop and support library-oriented software and systems. The site offers extensive databases and document repositories to assist libraries as they consider new systems and is an essential resource for professionals in the field to stay current with new developments and trends. <https://librarytechnology.org/index.pl>

Review Site Two: Library Technology Guides

[Library Technology Guides: Company Directory](#)

[Library Management Software](#)

The following list of Major library software Companies doing business in United States and Canada, **Click on the icon to view the site:**



Review Site three: The Global Education Directory

The last reviewing site I recommend is **The Global Education Directory** over 30,000 links to moderated teaching and learning resources. The Shambles website is free <http://www.shambles.net/>. They also review library software. To search this site [click here](#).

Read the following article to see how an automation library can benefit a school

The Business of: School library automation

Software frees librarians to focus on digital literacy

<https://www.districtadministration.com/article/business-school-library-automation>

This article mentions the following software packages.

- Alexandria
- Book Systems
- Follett School Solutions
- L4U Library Software
- The Library Corporation

<http://www.shambles.net/pages/staff/libsoft/default2.asp#topofpage>

MSSA Library Automation System Overview Summer 2018:

Follett Software - More K-12 schools and districts use Follett Destiny Library Manager for managing their library resources than any other platform. Destiny Library Manager is a complete library management system that can be accessed from anywhere, 24/7, helping to strengthen the crucial bond between the library, the classroom, and home.

Library Thing - LibraryThing is an online service to help people catalog their books easily. You can access your catalog from anywhere—even on your mobile phone. Because everyone catalogs together, LibraryThing also connects people with the same books, comes up with suggestions for what to read next, and so forth. It's free to 200 books, \$10 for a yearly membership, and \$25 for a lifetime membership. It also has a way for students to search the library's catalog online. LibraryThing connects you to people who read what you do. Your catalog can be private or shared with their community currently 2,300,000 strong. <https://www.librarything.com/>

LibrarySoft - Over 26 years the users of our software have ranged from Public Libraries to Church Libraries to School, College, University, Special, Legal and Medical Libraries plus Museums and Galleries. They have also developed software for multi branch military bases and correctional facilities. A fairly inexpensive software that can be used for cataloging and circulation. The company has added some different options from a \$295 annual fee-based package to \$395 onetime fee.

LibraryWorld - LibraryWorld provides a full range of library applications. All applications are included in all service plans. The cost is \$495 a year but offers a lot of bells and whistles for that price.

Library Solutions -The Library Corporation has operated continuously and under the same ownership since 1974, providing services to more than 4,500 libraries worldwide.

Koha by LibLime - Today, LibLime is the global leader in **open development** library automation. LibLime facilitates open development solutions by providing consulting, development, implementation, and support and hosting for libraries of all types & sizes. Price can vary, If the librarian is pretty good with technology then there aren't many out of pocket expenses. If the librarian is not comfortable with programming then they would either have to choose a hosted option or should go with a different solution. Hosted options are probably about the same cost wise as some of the other software listed.

[AccessitSoftware](#) - We've been supplying and supporting Accessit Library for over 20 years. It's now being used in over 30 countries. This product is probably similar to Follett in terms of design and features.

[Mandarin](#)- Web-based, accessible and customized software for your library. Mandarin Library Automation has a lot of different options, so librarians can pick and choose what works for them.

[Surpass by Surpass Software](#) Many new capabilities have been added to Surpass and it continues to evolve to meet the growing needs of the various types of libraries using the system. With ease-of-use as the key design consideration with all new features, Surpass has found a home in many types of libraries, some even run by volunteers with little to no experience in library systems. Surpass is a full-featured suite of applications that smoothly automates all of the day-to-day functions of libraries. Surpass is an effective automation solution for primary and secondary school districts. Surpass SL is their small library edition with 5,000 volume capacity at lower price.

[L4U by Kelowna Software](#) The award winning L4U integrated Library automation software is installed in over 2,700 School Libraries around the world.

[ResourceMate](#) by Jaywil Software Development ResourceMate provides comprehensive cataloguing, searching and circulating library automation software as well as unmatched technical support to not only libraries, schools, places of worship, retirement communities, correctional facilities, museums, government, medical/nursing, - but any organization that needs to be organized.

[Opals](#) Another **Open-source Automated Library System** is a powerful cooperatively developed, Web-based, open source program. This alternative technology provides Internet access to information databases, library collections and digital archives. **Many school, college, research, business, religious and library union catalogs (that provide ILL services) use OPALS.** There is no need to install software or purchase expensive computer hardware or software licenses to implement this powerful, turnkey Internet accessible system. The "total cost of ownership" of this standards-based, Web-based, feature rich software is demonstrably and undeniably sustainable. Cooperatively developed, Cloud and Web-based, open source access to information databases and library collections.

[Right on Programs](#) specializing in library automation software for cataloging, circulation control, catalog card and spine label sets. Producers of software for libraries, offices, schools, and homes since 1980.

[Library Concepts by Diakon Systems](#) Designed for the small to mid-sized library--Whether the library has a few hundred titles or tens of thousands, a single computer or an advanced network. This product is powerful yet inexpensive software designed for the smaller library. OurLibraryOnline works with both PC Card Catalog and other vendors' software to make a library's catalog visible on the Internet. Their school and church library packages run:

Single-User, First Seat	US\$1400
Network per Additional Seat	US\$600
OPAC (per Seat)	US\$375
Support Subscription	US\$250/yr.
Cover Image Subscription	US\$175/yr.

[Book Systems, Inc.](#) provides state of the art software and services for library and textbook/asset management. Today, their core values have led us to develop and deliver stress-free "cloud computing" technology, customer-driven features and hands down, the best support in the industry.

[Montana Shared Catalog](#) - The price is \$900 for small, un-automated libraries a year. The MSC currently includes 5 academic libraries, 90 public libraries or public library branches, 71 school libraries, and 11 special (law, medical, government, and museum) libraries. With this wide coverage, chances are a nearby school or

other library type may have the same system which means the librarian will have someone close by to call for help and maybe even to share collections. Technical support and training are included in the price, and the Montana Shared Catalog staff will usually be the ones to help you go live so you even get to meet your technical support staff. Each year the State Library offers grants to help libraries join.

Build your own - I've not seen this, but I have heard of libraries creating a Microsoft Access database. I think it would only keep track of what you had and would be a way to search for items. You might be able to add a field for patron name, but you would have to remember to find the book and remove the name. You might be able to get Microsoft Access to do what you need. So that's another possibility as well.

Resources to help build this resource list

Top Library Automation Software Products

<http://www.capterra.com/library-automation-software>

ALA..(2015) Automating Libraries: A Selected Annotated Bibliography: ALA Library Fact Sheet 21

<http://www.ala.org/Template.cfm?Section=libraryfactsheet&Template=/ContentManagement/ContentDisplay.cfm&ContentID=134076>

Church and Synagogue Library Association. (2016)

http://cslainfo.org/?page_id=3735

Montana State Library Montana Shared Catalog

http://libraries.msl.mt.gov/learning/statewide_projects/montana_shared_catalog

Part Two: Weeding Suggestions for School Libraries preparing to automate or just updating their collection.

Before you Automate Your Library, Weed it!

Patchwork: Handbook for Montana's Small School Libraries, Chapter 5. Weeding

https://docs.wixstatic.com/ugd/535061_49b2bdbf706b40c4b2c116d39a92ffe1.pdf

The Six Benefits of Weeding

1. Save space.
2. Save the time of patrons, staff, and best of all, yourself.
3. Make the collection more appealing
4. Enhance your library's reputation for reliability and currency and build public trust.
5. Keep up with collection needs because the CREW method provides a continuous check on the need for mending or binding, alerts the library staff to lost or stolen books in need of replacement, and guarantees a more accurate volume count.
6. Receive constant feedback on the collection's strengths and weaknesses. This information can be helpful when soliciting donations and making decisions about purchases.

The following is an ideal weeding schedule for well-funded libraries, although your budget will likely determine the most feasible weeding schedule for your library.

- Non-fiction materials that have 0 checkouts in the previous 5 years and a publication date older than 5 years will be discarded from the collection.
- Fiction materials with 0 checkouts in the previous 5 years will be discarded from the collection.
- Materials published within the past 5 years will not be discarded from the collection, regardless of the number of checkouts, except by special reason expressed in writing or because of damage.
- Materials with fewer than 3 checkouts in the past 5 years may be discarded, dependent upon whether other material/resources adequately covers the subject scope, and based upon age and likely usability of the material(s).
- Duplicates that have fewer than 5 checkouts in the previous 5 years will be discarded.
- A log shall be kept explaining materials weeded throughout the course of the year.
- Materials that are damaged beyond repair or will require continual repair will be discarded.
- Materials that contain information that is no longer accurate will be discarded.
- Materials that are developmentally/academically inappropriate or ill-matched for elementary school curriculum will be discarded.
- Damaged paperback books from moisture/soiling/heavy markings will not be fixed but removed.
- Hardback books with broken bindings and/or ripped pages will be attempted for fixing.
- Popular titles with high checkouts that are discarded must be reordered within 3 weeks of discard. Librarian may use his/her discretion in replacing damaged & discarded book with fewer than 5 checkouts in the past year.
- Students must pay replacement fee or replace damaged book that was checked out to him/her
- Lost books must be paid for or replaced in the same format as the lost title.
- Books overdue past 2 years will be discarded from the system and student fines will be removed.

Here is a helpful website with additional weeding guidelines is here...

<http://www.cde.ca.gov/ci/cr/lb/documents/weedingbrochure.pdf>

There are two major sets of weeding guidelines...

1. The CREW Method

CREW: A Weeding Manual for Modern Libraries provides excellent advice for the complex process of deselection. CREW stands for Continuous Review, Evaluation, and Weeding. This method has been time tested and is considered a valuable procedure for weeding small library collections. A document that describes the CREW method is found here...

www.tsl.state.tx.us/ld/pubs/crew/index.html

2. The Mustie Method

There are two factors that contribute to a MUSTIE evaluation, although these factors vary according to the type of material and subject matter. They are the age of the material and usage statistics. MUSTIE is an acronym for...

M= Misleading--factually inaccurate U= Ugly--worn beyond mending or rebinding S=Superseded--by a new edition of by a much better book on the subject T=Trivial--of no discernible literary or scientific merit I=Irrelevant to the needs and interests of the library's community E= Elsewhere--the material is easily obtainable from another library

In some of the subject areas, one or both of the numbers may be replaced by an "X." This means that either age or circulation dates should not be considered an issue. For example in 550 (Earth Sciences), the formula reads X/3/MUSTIE. This means that the age of the item is not an issue, but it must have circulated in the last three years or if it is MUSTIE, it might be considered for weeding. In the 004(Computers) examples, the formula is 3/X/MUSTIE. This means that materials more than three years old can be considered for weeding. The X suggests that circulation dates should not be considered in this Dewey area.

Rebinding and repairing materials

Rebinding and Repairing Material is not a part of the collection development cycle, but it is worth noting here because these practices can lengthen the lifetime of your books. For information about book repair, consult the following website from Dartmouth College:

<http://www.dartmouth.edu/~library/preservation/repair/index.html?mswitchredir=classic>.

Idaho Commission for Libraries (2015.) Weeding April Best Practice of the Month.

<http://libraries.idaho.gov/blogs/jeanniestandall/weeding-april-best-practice-month>

CREW: A Weeding Manual for Modern Libraries  revised in 2012 to include a section on e-books!

<https://www.tsl.texas.gov/sites/default/files/public/tslac/ld/ld/pubs/crew/crewmethod12.pdf>

Weeding recommendations by collection:

000s - General: Replace at least one set of encyclopedias every five years. Circulate older sets for no more than eight years. Try to get an encyclopedia yearbook every year. Materials on computers are seldom useful after three years.

100s - Philosophy and Psychology: Popular psychology and self-help books can quickly become outdated. More scholarly works on psychology should be replaced after five to eight years.

200s - Religion and Mythology: There can be a high turnover in books by popular religious leaders. Does your collection reflect the interests of your community? Try to have something current on each of the major religions.

300s - Social Sciences: Replace almanacs in the reference collection after two years. Circulate older volumes no more than three to five years. Law, government and education materials are often used for school reports and debates, so they may have historical value. However, it is very important to remove outdated statute information. Be sure your collection is balanced and current, especially for controversial topics.

400s - Languages: Foreign language and English as a Second Language material may wear out very quickly; you may need to replace books in this category frequently.

500s - Pure Sciences: Basic, historical works on science such as Darwin's *On the Origin of Species* should be retained. However, new science discoveries, theories and techniques can make an outdated collection look very strange and will destroy your credibility with technophiles. Scientific materials are continuously being updated.

600s - Applied Sciences: Medical discoveries are constantly being announced and older materials may be very misleading or even dangerous. Popular culture thrives on fads. Try to keep up to date on what's "hot" and toss what's "not." Materials on collector's items should be kept, as should repair manuals for cars and appliances.

700s - Arts and Recreation: Histories of art and music should be kept until they wear out. Other areas should be evaluated for their currency.

800s - Literature: You probably have multiple copies of classic literary works. Keep the most recent edition that's in the best condition, as well as criticisms of classic writers. It's a good idea to check discards against reading lists from local schools.

900s - History, Travel and Geography: History books should be evaluated for demand, factual accuracy and interpretation. A balance of perspectives is ideal. For travel and geographical materials, don't keep anything older than two years unless it has a significant amount of background or history information that you can't get anywhere else. An outdated travel guide is probably less useful than current periodical information or materials from the Web.

B - Biography: It's easy to accumulate multiple copies of popular biographies and autobiographies. Generally, you won't need them all, especially those that are poorly written. Keep up with new releases on enduring personalities (especially political and historical figures) and keep biographies with literary value.

Adult Fiction: This is another area prone to multiple copies that are good for book sales. Works with enduring appeal should be kept, along with single copies of past best-sellers.

Young Adult and Children's Fiction: Watch for outdated topics, oversimplified or abridged classics when the original is appropriate for age and reading level, and multiple copies of series books. Replace worn out classics. Young adult fiction should be less than ten years old. With so many varieties of picture books on the market, your collection should be chosen on the basis of good stories and illustrations. The CREW Manual advises against flimsy bindings and trite cartoon-based books.

Young Adult and Children's Non-fiction: Consider these materials using adult criteria but look for inaccuracy and

oversimplification. "Something" is not better than nothing if what you have is outdated or inaccurate.

The Reference Collection: Weeding the reference collection requires some special considerations; especially as more reference collections include electronic resources. Use of printed materials is more difficult to determine since most reference works do not circulate, but you may be able to tell how often a book is removed from the shelf. Use of computer resources can also be tracked. Most of the criteria for removal remain the same as for circulating collections, with the possible exceptions of use and currency. Some sources are considered reference "classics" and may be valuable for many years. Others (especially scientific, medical and technological works) may be quickly outdated. Many reference works are issued in revised editions, and previous editions can usually be removed. Dictionaries are an exception to this rule, particularly unabridged versions. Another exception is any new edition that supplements rather than replaces an older edition, such as quotation books.

Audiovisual Materials: Non-print media should be weeded on a regular schedule just like print materials, although it can be harder to judge content and quality without spending a great deal of time watching or listening to each item. Keep in mind that non-print materials can be difficult to borrow through interlibrary loan. Other issues to consider when evaluating non-print materials include format and condition. Is the format still available? If not and the material is not replaceable, you may want to investigate transferring unique materials to current formats (i.e., transfer records to cassette tapes). Watch for broken cases, missing pieces, poor sound or visual quality and scratched or warped records (if you still have them!), tapes or CDs. Records should be weeded as they become damaged and popular titles replaced with cassettes or CDs. Tapes that become twisted should be discarded. Some audio book sources can replace a damaged tape at low or no cost. Language tapes (and manuals) should be replaced if possible. Videocassettes should be examined for wear after 100-150 circulations; they will probably need to be replaced after 200-250 showings. Compact disks are relatively sturdy, but they can be chipped, cracked or scratched. If you circulate computer disks, be especially wary of computer viruses that can be transmitted via disk. Disks can be demagnetized easily, and floppies can be bent or otherwise damaged.

Montana Materials: This is one area where you will probably want to weed lightly, with an eye for new editions or updated information. Keep as much as you can, depending on the scope and size of your library and the presence or lack of a local historical society. Local history, materials by local authors or with local settings, memoirs, directories and oral histories should not be weeded.

Vertical Files: It is especially important for vertical file materials to be current; be sure to date all items as they are added to the file and weed thoroughly at least once a year.

Magazines and Newspapers: Keep local papers at least a year. If possible, transfer them to microfilm and keep forever! Photocopies on acid-free paper are an acceptable substitute for microfilm; the originals will deteriorate rapidly. If a magazine has research value, try to keep the last five years. Otherwise, only the current year should be kept.