AT A GLANCE

collectionHQ
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# Clearing overflowing shelves at Portage District Library

Severely overstocked shelves and IT-run reports left staff managing the collection largely by hand. collectionHQ helped the library cut dead stock by almost two-thirds and bring its catalog back in line with its shelves.

**56,304**
Population served

**13,261 → 4,827**
Dead stock items, August 2019 vs. today

**~10,000**
Items with no use removed

THE CHALLENGE

## What the library was up against

Portage District Library serves a population of 56,304 in Kalamazoo County, Michigan. Before adopting collectionHQ, shelves were so overstocked that staff set up overflow carts for patrons to browse, and nonfiction sections carried outdated material.

Checking acquisition or publication dates meant relying on IT staff to run manual reports through the ILS, including a shelf-by-shelf list rebuilt in Excel every month. The library had also gone more than a decade without a full inventory, so the catalog likely no longer reflected what was on the shelves.

THE SOLUTION

## What they did

Abigail Pylar, Head of Circulation and Technical Services, had used collectionHQ at a previous institution. Once the team saw what it offered, the decision to adopt it was unanimous.

### Weeding before the move

When a 2021 building renovation required moving the entire collection off-site, the team used collectionHQ to weed decisively first, clearing the majority of the library's backlog of dead stock.

### Monthly, self-serve reporting

New reports land automatically each month, so collection managers no longer wait weeks for an IT-run report that is outdated by the time it arrives.

THE RESULTS

## What changed

### A healthier collection

Dead stock fell from 13,261 items in August 2019 to 4,827, giving staff room for new growth and shelvers room to keep items on the shelf.

### Evidence the board could act on

Usage reports showing several years of decline gave the board clear evidence to discontinue the audio CD collection without hesitation.

### A more accurate catalog

Inventory work through collectionHQ means patrons are far more likely to find an item exactly where the catalog says it should be.