

Collection Development & Maintenance Policy

Statement of Purpose

The James E. Nichols Memorial Library strives to contribute to the informational, educational, cultural, and recreational needs of Center Harbor, the surrounding community, guests and visitors by providing materials and resources that meet the interests of this community and support lifelong learning. This policy is established by the Library Board of Trustees to direct the Librarian in the decision-making process regarding the development and maintenance of the Library collection and to inform the principles upon which these decisions are made.

Responsibility for Selection of Material & Collection Maintenance

The ultimate responsibility for selection of Library materials and development and maintenance of the collection lies with the Board of Trustees, as the governing body. The Board of Trustees delegates to the Librarian the authority and responsibility for materials selection and for the development, review, evaluation and maintenance of the collection.

Selection & Maintenance Criteria

The Librarian shall be guided by the Library's missions and goals, The American Library Association's *Library Bill of Rights*, the joint *Statement on Freedom to Read* by the American Library Association and the Association of American Publishers, and the joint *Statement on Freedom to View* by the American Library Association and the American Film and Video Association. (The *Library Bill of Rights*, the *Statement on Freedom to Read*, and the *Statement of Freedom to View* may be found in the Appendix).

Materials are judged by standards according to their nature and purpose. Not all guidelines and criteria are applicable to every item and may vary in relation to importance. Each material shall be judged on the basis of the work as a whole, and not by a part taken out of context.

The Librarian shall consider the following criteria when selecting materials for acquisition and developing in the selection:

1. Mission and service goals of the Library
2. Annual budget allocation
3. Literary quality
4. Reputation and significance if the author
5. Reviews and professional publications
6. Recognized awards and best sellers
7. Patron interest, entertainment value and recreational pursuits
8. Accuracy of information
9. Timeline
10. Representation of diverse viewpoints
11. Extent of coverage
12. Originality and imagination
13. Production quality

14. Reputation and standards of publisher
15. Importance to local area and/or history
16. Existing Library holdings
17. Space limitations
18. Availability of material or information elsewhere

Objectionable language and vivid descriptions or depictions of sex and violence when dealt with realistically within the context of the book or DVD shall not be the criteria for rejecting the item. Neither shall the possibility that controversial materials may come into the possession of children be a determinant of selection. This is in accordance with the *ALA Library Bill of Rights*, the *ALA/AAP Statement on Freedom to Read*, and the *ALA/AFVA Statement on Freedom to View*. (These documents may be found in the Appendix).

Review of Library materials and resources shall be an ongoing process conducted by the Librarian in a consistent manner and according to professional standards in order to maintain a vital, relevant, useful and dynamic Library collection. The Librarian shall refer to *CREW: A Weeding Manual for Modern Libraries*¹ and utilize the CREW method (**C**ontinuous **R**eview, **E**valuation and **W**eeding). The Librarian shall consider the following criteria that are known by acronyms “MUSTIR” and “WORST” when reviewing materials and resources for possible weeding from the collection;

For Books and print media:

1. M: Misleading/inaccurate information
2. U: Ugly; worn beyond repair
3. S: Superseded by a new edition or better resource for information
4. T: Trivial or of no discernible literary or scientific merit
5. I: Irrelevant to the needs and interests of the community
6. E: Material is obtained elsewhere; for example, from digital resources or inter-library loan

For non-print (audiovisual) media:

1. W: Worn out
2. O: Out of date
3. R: Rarely used
4. S: Supplied elsewhere
5. T: Trivial and faddish

Print editions of local newspapers shall be retained for four(4) weeks, as archived issues are available online.

¹ Larson, Jeanette. *CREW: A Weeding Manual for Modern Libraries*.
www.tsl.state.tx.us/ld/pubs/crew/index.html. Austin, TX Texas State Library and Archives Commission 2012

The CREW guidelines for Dewey class shall be used to weed any books or print media that do not meet the "MUSTIE" criteria, as follows:

CREW Guidelines by Dewey Class
("MUSTIE" criteria supersedes CREW)

Dewey Class	Age of Item	Years Since Last Checkout
000-General	5 years	3 years
100- Philosophy and Psychology	10 years	3 years
200-Religion and Mythology	10 years for most, 5 years for current religious topics	3 years
300 Social Science	5 years	3 years
310 Almanacs, yearbooks	1 yr Reference; 2 yrs Circulation	N/A, 3 years
320 Political Science	5 years	3 years
330 Economics, Resumes	5 years	N/A
340 Law	10 years	N/A
350 Government	10 years	3 years
360 Crime and Services	5 years	3 years
370 Education	10 years	3 years
380 Commerce	5 years	3 years
390 Customs and Etiquette	10 years	3 years
400 Linguistics	10 years	3 years
500 Pure Sciences	5 years	3 years
510 Mathematics	5 years	3 years
520 Astronomy	5 years	3 years
530 Physics	5 years	3 years
540 Chemistry	5 years	3 years
550 Earth Sciences	5 years	3 years
560 Paleontology	5 years	3 years
570 Life Sciences	10 years	3 years
580 Botany	10 years	3 years
590 Zoological Sciences	5 years	3 years
600 Applied Sciences	5 years	3 years
610 Medicine	5 years	3 years
620 Engineering	5 years	3 years
630 Agriculture	5 years	3 years
640 Home Economics	5 years	3 years
650 Business Management	5 years	3 years
660 Chemical Tech	5 years	3 years
670 Photography	5 years	3 years
680 Manufacturers	5 years	3 years
690 Building and Carpentry	10 years	3 years
700 Arts and Recreation	N/A	3 years
800 Literature	N/A	N/A
900 History and Geography	15 years	3 years
Travel and Maps	5 years	3 years
Biographies	N/A	5 years
Fiction	N/A	2 years
Teen, J, ER, BR Fiction	N/A	3 years
Periodicals	1 year	N/A

Disposal of Weeded Materials

After review and evaluation by the Librarian, materials and resources identified as no longer useful to the Library shall be weeded from the collection. Such material shall be disposed of properly. At the discretion of the Librarian, it may be distributed to other Library's book sales, recycled, or destroyed.

Revised & Approved by Board of Trustees 6/27/2022

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