

## De-selection Policy

The following policy is adapted from the recommendations put forth by the Texas State Library and Archives Commission in the 2008 publication CREW: a Weeding Manual for Modern Libraries, revised and updated by Jeanette Larson.

### Rationales for De-selection

Shelving space is finite and in order to fulfill our mission and meet the diverse cultural, educational, research, and personal enrichment needs of our community, the materials we offer must be current, accurate, relevant, and in a useful format and condition. Subsequently, materials that are no longer accurate, used, or useful must be withdrawn from the collection. This does not mean that they were a waste of money, just that they have fulfilled their purpose.

### Local History and Special Interest Materials

The following criteria need not be applied to items with local historical value, which typically possess appeal, significance, and scarcity in excess of materials of no cultural relation to the region. Local history materials may be retained indefinitely.

### De-selection Guidelines for Material Formats and Conditions

Non print materials can lose utility and vitality as technology advances. Older formats, such as filmstrips, slides, audiocassettes, videocassettes, computer software on magnetic media (floppy disks), etc. should be culled from the collection as the devices needed to make use of them obsolesce. The same holds true for sets and kits that include obsolete components.

Optical media (DVDs, Blu-ray discs, CDs, etc.) should be replaced or withdrawn if they are chipped, cracked, warped, or have deep scratches that affect their play.

For print materials, the following six negative factors (MUSTIE) can compromise their usefulness, making them prime candidates for de-selection:

- M     Misleading and/or factually inaccurate
- U     Ugly (worn and beyond mending/re binding)
- S     Superseded (either by a new edition or a much better book on the subject)
- T     Trivial (of no discernible literary or scientific merit; of past ephemeral interest)
- I     Irrelevant to the needs and interests of your community
- E     Elsewhere (easily available electronically or through Interlibrary Loan)

*\*For further details regarding the de-selection/weeding process, see the head librarian and ask for the table entitled "General De-selection Guidelines by Dewey Range."*