

De-selection Policy

Satre Memorial Milnor School Library

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 Subsequently, materials that are no longer accurate, used, or useful must be withdrawn from the collection.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 should be replaced or withdrawn if they are chipped, cracked, warped, or have deep scratches that affect their play.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- S** **Superseded** (either by a new edition or a much better book on the subject)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)

General De-selection Guidelines by Dewey Range

004 Computers	De-select: <ul style="list-style-type: none"> • Publications more than 3 years old. Exceptions: <ul style="list-style-type: none"> • Current editions of <i>Dummies</i> and <i>Idiot's Guide</i> books. • Manuals for popular software releases (Microsoft Office, Adobe Photoshop, etc.) should be kept for both the current and preceding versions. • Guides on programming languages may remain relevant for longer periods.
010 Bibliography	De-select: <ul style="list-style-type: none"> • Publications more than 10 years old. • Titles which have not circulated in 3 years.
020 Library Science	De-select: <ul style="list-style-type: none"> • Publications more than 10 years old. • Titles which have not circulated in 3 years. • Titles dealing with obsolete services, material types, or technologies.
030 General Encyclopedias	De-select: <ul style="list-style-type: none"> • Publications more than 5 years old (reference). • Publications more than 8 years old (circulating).
080 Books of Quotations	De-select: <ul style="list-style-type: none"> • Superseded editions.
Other 000's	De-select: <ul style="list-style-type: none"> • Directories for writers more than 2 years old. • Other publications more than 5 years old. Exceptions: <ul style="list-style-type: none"> • Trivia books and books on oddities, controversial knowledge, UFO's, and the unexplained can experience uncommonly lengthy periods of public interest. De-select only if they have not circulated in 3 years.
101 Philosophy	De-select: <ul style="list-style-type: none"> • Publications more than 15 years old. • Titles that have not circulated in 5 years. Exceptions: <ul style="list-style-type: none"> • Replace worn classics with new editions.
133 Paranormal Phenomena	De-select: <ul style="list-style-type: none"> • Publications more than 15 years old. • Titles that have not circulated in 3 years.
150 Psychology	De-select: <ul style="list-style-type: none"> • Publications more than 10 years old. • Titles that have not circulated in 3 years. Exceptions: <ul style="list-style-type: none"> • Replace worn classics with new editions.
158 Self-help	De-select: <ul style="list-style-type: none"> • Publications more than 5 years old. • Titles that have not circulated in 2 years.
160 Logic and	De-select:

170 Ethics and Morality	<ul style="list-style-type: none"> • Publications more than 10 years old. • Titles that have not circulated in 3 years. Exceptions: <ul style="list-style-type: none"> • Replace worn classics with new editions.
200 Religion and Mythology	De-select: <ul style="list-style-type: none"> • Publications more than 10 years old. • Titles that have not circulated in 3 years. Exceptions: <ul style="list-style-type: none"> • Strive to ensure that each religion represented by a church, synagogue, or other place of assembly in your service region is represented in your collection. • Include timely and comprehensive information on Buddhism, Christianity, Hinduism, Islam, Judaism, and Taoism.
306 Culture and Institutions	De-select: <ul style="list-style-type: none"> • Publications more than 5 years old. • Titles that have not circulated in 2 years.
310 General Statistics	De-select: <ul style="list-style-type: none"> • Publications more than 2 years old.
320 Political Science	De-select: <ul style="list-style-type: none"> • Publications more than 5 years old. • Titles that have not circulated in 3 years. Exceptions: <ul style="list-style-type: none"> • General guides to the political process and the electoral system may be retained as long as they are accurate and circulating.
323 Immigration and Citizenship	De-select: <ul style="list-style-type: none"> • Publications more than 5 years old. • Titles that have not circulated in 3 years. • Biased, unbalanced, and inflammatory items. Exceptions: <ul style="list-style-type: none"> • Histories of immigration to the U.S. may be retained as long as they circulate.
330 Economics	De-select: <ul style="list-style-type: none"> • Publications more than 3 years old. • Career guides with gender, racial, or ethnic bias. • Books on tax return preparation and estate planning that do not account for recent changes in the law.
340 Law	De-select: <ul style="list-style-type: none"> • Publications more than 5 years old. • Study guides for law school more than 3 years old. • Titles that have not circulated in 2 years. • All superseded editions. Exceptions: <ul style="list-style-type: none"> • Books on the history of major legal cases may be retained as long as they circulate.
350 Public Administration	De-select: <ul style="list-style-type: none"> • Publications more than 5 years old.

	<ul style="list-style-type: none"> • Titles that have not circulated in 3 years. Exceptions: <ul style="list-style-type: none"> • Histories of government agencies and the military may be retained as long as they circulate. • Replace worn classics with new editions.
360 Social Services	De-select: <ul style="list-style-type: none"> • Publications more than 5 years old. • Titles that have not circulated in 3 years. Exceptions: <ul style="list-style-type: none"> • Replace worn true crime classics with new editions.
370 Education	De-select: <ul style="list-style-type: none"> • Publications more than 10 years old. • College guides and entrance exam books more than 5 years old. • Titles that have not circulated in 3 years.
390-394 Costumes, Customs, and Holidays	De-select: <ul style="list-style-type: none"> • Publications more than 10 years old. • Titles that have not circulated in 3 years. • Books that reflect gender, family, racial or ethnic bias.
395 Etiquette	De-select: <ul style="list-style-type: none"> • Publications more than 5 years old. • Titles that have not circulated in 3 years.
398 Folklore	De-select: <ul style="list-style-type: none"> • Titles that have not circulated in 3 years. • Books that reflect racial or ethnic bias.
400 Language	De-select: <ul style="list-style-type: none"> • Publications more than 10 years old. • Titles that have not circulated in 3 years. Exceptions: <ul style="list-style-type: none"> • Replace stock dictionaries of major foreign languages on a rotating basis. • Replace unabridged English dictionaries when new editions are published. • Replace other English dictionaries more than 5 years old.
507 Science Experiments	De-select: <ul style="list-style-type: none"> • Publications more than 10 years old. • Titles that have not circulated in 3 years.
510 Mathematics	De-select: <ul style="list-style-type: none"> • Publications more than 10 years old. • Titles that have not circulated in 3 years.
520 Space and Astronomy	De-select: <ul style="list-style-type: none"> • Publications more than 5 years old. • Titles that have not circulated in 3 years. Exceptions: <ul style="list-style-type: none"> • Stargazing books may be retained as long as they circulate.
550 Earth Sciences	De-select: <ul style="list-style-type: none"> • Field guides for amateur fossil, gem, and rock hunters more than 10

	<p>years old.</p> <ul style="list-style-type: none"> • Meteorology books that include weather charts more than 10 years out of date. • Titles that have not circulated in 3 years. <p>Exceptions:</p> <ul style="list-style-type: none"> • Geology books on North Dakota may be kept until superseded by newer editions.
560 Paleontology	<p>De-select:</p> <ul style="list-style-type: none"> • Publications more than 5 years old. • Titles that have not circulated in 2 years. <p>Exceptions:</p> <ul style="list-style-type: none"> • Field guides may be retained longer, especially those that cover North Dakota.
570 Life Sciences	<p>De-select:</p> <ul style="list-style-type: none"> • Publications more than 7 years old. • Publications on genetics, genetic engineering, human biology, and evolution more than 5 years old. • Titles that have not circulated in 3 years. • Books sensational in tone. <p>Exceptions:</p> <ul style="list-style-type: none"> • Replace worn classics with new editions.
580 Botanical Sciences	<p>De-select:</p> <ul style="list-style-type: none"> • Publications more than 10 years old. • Guides to medicinal plants and herbs more than 5 years old. • Titles that have not circulated in 3 years. • Books lacking color illustrations.
610 Medicine and Health	<p>De-select:</p> <ul style="list-style-type: none"> • Publications more than 5 years old. • Drug guides more than 2 years old (<i>PDR</i>, etc.) • Titles that have not circulated in 3 years. <p>Exceptions:</p> <ul style="list-style-type: none"> • Replace worn classics (like <i>Gray's Anatomy</i>) with new editions.
629 Automobile Repair	<p>De-select:</p> <ul style="list-style-type: none"> • Titles that have not circulated in 2 years.
630 Agriculture	<p>De-select:</p> <ul style="list-style-type: none"> • Publications more than 5 years old. • Titles that have not circulated in 3 years.
635 Horticulture	<p>De-select:</p> <ul style="list-style-type: none"> • Publications more than 10 years old. • Publications on organic gardening and the use of pesticides and chemicals more than 5 years old. • Titles that have not circulated in 3 years. • Books with black and white photographs.
636 Pets	<p>De-select:</p> <ul style="list-style-type: none"> • Publications more than 5 years old. • Titles that have not circulated in 2 years.

	<p>Exceptions:</p> <ul style="list-style-type: none"> • Histories of specific breeds may be retained as long as they circulate.
640 Home Economics	<p>De-select:</p> <ul style="list-style-type: none"> • Publications more than 5 years old. • Titles that have not circulated in 3 years. <p>Exceptions:</p> <ul style="list-style-type: none"> • Replace worn classic cookbooks with new editions.
649 Child Rearing	<p>De-select:</p> <ul style="list-style-type: none"> • Publications more than 5 years old. • Titles that have not circulated in 3 years. <p>Exceptions:</p> <ul style="list-style-type: none"> • Retain current editions of standard volumes, like <i>Dr. Spock's Baby and Child Care</i>
670 Manufacturing	<p>De-select:</p> <ul style="list-style-type: none"> • Publications more than 10 years old. • Publications on desktop publishing and printing technology more than 5 years old. • Titles that have not circulated in 3 years. <p>Exceptions:</p> <ul style="list-style-type: none"> • Retain repair manuals for appliances until the technology is obsolete. • Retain works on tools and farm implements still used in your community.
709 Art History	<p>De-select:</p> <ul style="list-style-type: none"> • Titles that have not circulated in 3 years. • Books that don't include good reproductions of major artworks.
720 Architecture	<p>De-select:</p> <ul style="list-style-type: none"> • Publications more than 10 years old. • Titles that have not circulated in 3 years.
737 Numismatics and 769 Stamp Collecting	<p>De-select:</p> <ul style="list-style-type: none"> • Publications more than 5 years old. • Titles that have not circulated in 3 years.
740 Drawing and Decorative Arts	<p>De-select:</p> <ul style="list-style-type: none"> • Publications more than 5 years old. • Titles that have not circulated in 3 years. <p>Exceptions:</p> <ul style="list-style-type: none"> • Replace identification and price guides on antiques and collectibles when newer editions become available.
770 Photography	<p>De-select:</p> <ul style="list-style-type: none"> • Publications more than 5 years old. • Titles that have not circulated in 3 years.
791 Public Performance	<p>De-select:</p> <ul style="list-style-type: none"> • Publications more than 10 years old. • Titles that have not circulated in 2 years.
793-796 Games and Sports	<p>De-select:</p> <ul style="list-style-type: none"> • Publications more than 10 years old. • Titles that have not circulated in 3 years.

	<ul style="list-style-type: none"> • Books with gender or racial bias in sports and athletics. • Books with outdated statistics.
800 Literature	<p>De-select:</p> <ul style="list-style-type: none"> • Best-of-the-year anthologies more than 5 years old. • Titles that have not circulated in 3 years. <p>Exceptions:</p> <ul style="list-style-type: none"> • Replace worn classics with new editions.
910 Geography and Travel	<p>De-select:</p> <ul style="list-style-type: none"> • Guidebooks more than 3 years old. • Travelogues more than 5 years old, unless of high literary or historical value. • Titles that have not circulated in 2 years.
930-999 History	<p>De-select:</p> <ul style="list-style-type: none"> • Publications more than 10 years old. • Titles that have not circulated in 3 years. <p>Exceptions:</p> <ul style="list-style-type: none"> • Retain books collecting primary documents or including archival photographs.
B or 92 and 920 Biography	<p>De-select:</p> <ul style="list-style-type: none"> • Ghost written celebrity autobiographies more than 3 years old. • Biographies published immediately following the subject's death or a major scandal more than 3 years old. • Titles that have not circulated in 3 years. • Replace biographies of people of ongoing interest at least once a decade.
Fiction	<p>De-select:</p> <ul style="list-style-type: none"> • Titles that have not circulated in 2 years. • Series with missing volumes if the books do not stand alone. <p>Exceptions:</p> <ul style="list-style-type: none"> • Replace worn copies of works of high literary merit with new editions.
Graphic Novels	<p>De-select:</p> <ul style="list-style-type: none"> • Titles that have not circulated in 1 year. • Replace worn copies—commercial re-bindings are unattractive. <p>Exceptions:</p> <ul style="list-style-type: none"> • Classic works, such as <i>Maus: a Survivor's Tale</i>, may be retained indefinitely and replaced with new editions when worn.
Periodicals	<p>De-select:</p> <ul style="list-style-type: none"> • Issues that are more than 3 years old. <p>Exceptions:</p> <ul style="list-style-type: none"> • Locally produced items may be retained indefinitely.
E Easy Readers and Picture Books	<p>De-select:</p> <ul style="list-style-type: none"> • Titles that have not circulated in 2 years. • Books that reflect racial or gender bias. • Replace worn copies—commercial re-bindings are unattractive.
JF Juvenile Fiction	<p>De-select:</p>

	<ul style="list-style-type: none"> • Award-winning titles that have not circulated in 3 years. • Other titles that have not circulated in 2 years. • Abridged and simplified classics. • Replace worn copies—commercial re-bindings are unattractive.
YA Young Adult Fiction	<p>De-select:</p> <ul style="list-style-type: none"> • Publications more than 3 years old. • Titles that have not circulated in 2 years. • Replace worn copies—commercial re-bindings are unattractive. <p>Exceptions:</p> <ul style="list-style-type: none"> • Replace worn classics with new editions.
J and YA Nonfiction	Use adult criteria for each Dewey category.