

# **CASE MEMORIAL LIBRARY**

## **MATERIALS SELECTION POLICY**

### **GENERAL COLLECTION STATEMENT**

Materials selected for the collection are intended to meet the informational, educational and recreational needs of the citizens of the Orange community. The scope of the collection is intended to offer a choice of format, language, treatment and level of difficulty to meet the varied needs of most individuals. Library materials provide for the interest, information, and enlightenment of all residents. The collection is not archival or intended for research purposes. It is reviewed and revised on an on-going basis to meet contemporary needs.

All Library materials are evaluated and made accessible in accordance with the protections against discrimination set forth in Section 46a-64 of the Connecticut General Statutes.

### **PURPOSE AND SCOPE OF THE SELECTION POLICY**

The purpose of this policy is to guide librarians and inform the public about the principles upon which selection and withdrawal decisions are made. A policy cannot replace the judgment of librarians, but stating goals and indicating boundaries will assist them in choosing from the array of available materials. The Library Commission follows the American Library Association's Bill of Rights, Freedom to Read Statement and the Freedom to View Statement. The principles contained in these documents are fundamental to the librarian's determination of choices of materials for inclusion in the Case Memorial Library's ("the Library") collection. This policy applies to both digital and print materials in the Library's collection.

### **RESPONSIBILITY FOR SELECTING LIBRARY MATERIALS**

The Library Commission delegates the responsibility for selection of Library materials to the Library Director and, under his/her direction, to other librarians who are professionally trained to curate and develop a collection that provides access to the widest array of library and educational materials.

### **INTELLECTUAL FREEDOM AND CENSORSHIP**

The Case Memorial Library upholds the principle of intellectual freedom for all library users. Library services and policies are in accordance with the [Library Bill of Rights](#) of the American Library Association, which affirms the following statements:

- Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be prescribed or removed because of partisan or doctrinal disapproval.
- Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

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- Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Case Memorial Library also endorses the following statements from the American Library Association, which further explain the core principles supported by libraries:

- Privacy: An Interpretation of the Library Bill of Rights
- Diverse Collections: An Interpretation of the Library Bill of Rights

Case Memorial Library strives to include a diverse range of physical and electronic resources to serve the varied needs and interests of the community who use the library. The materials in the library collection are selected and deselected based on the guidelines in the Collection Development Policy.

### **SELECTION CRITERIA**

As an essential Town asset, the Case Memorial Library is committed to being: a welcoming destination; a convenient gateway to the best sources of information, cultural enrichment, and possibility; and responsive to the varied needs of our town's diverse population. The objective is to create collections that:

- Enable individuals to satisfy their informational needs and to discover the possibilities of their imaginations
- Provide timely access to informative and creative works for a variety of levels of interest and ability, from a variety of perspectives, and in a variety of formats and languages
- Promote partnerships and networks to access resources and expertise beyond its own materials and staff
- Present opportunities and research new products
- Pursue excellence in all aspects of Library service

Provide a place for voluntary inquiry, the dissemination of information and ideas, and promotion of free expression and free access to ideas by residents.

### **GUIDELINES FOR SELECTION**

Library materials represent a wide range of varied and diverging viewpoints in the collection as a whole. The inclusion of an item in the Library's collection in no way implies endorsement of its author, contents or views. Furthermore, the exclusion of an item does not imply disapproval. The Library recognizes that tastes vary widely in a given community, and an item which is pleasing to one borrower may be unacceptable to another; *however, no one person or group has the right to impose standards on other members of the public.* Decisions are not made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection that will serve the interests of the public. Materials will be provided which appeal to Library users of all backgrounds, ages and interests, and will be equally available. Responsibility for children's use of Library materials rests with their parents or legal guardians. Selection is not inhibited by the possibility that materials may be accessible to use by children. Selection of adult materials will not be inhibited by the possibility that materials may

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inadvertently come into the possession of children. The removal, exclusion or censoring of any materials on the sole basis that an individual finds such materials offensive is prohibited.

The Library will assess and, insofar as possible, anticipate the needs and interests of the community and develop the collections accordingly.

The Library will represent diverse points of view on matters of contemporary significance.

The Library will supplement, rather than duplicate, collections of the universities, public schools and special libraries in the area. To that end, the Library does not attempt to acquire textbooks or other curriculum-related materials except as such materials also serve the general public.

The Library acknowledges the increasing diversity of its service population and seeks to select materials which satisfy the multicultural interests of the public.

The Library will provide, within budgetary limitations, adequate quantities of high-interest items to meet public demand in a timely manner.

The Library acknowledges a particular interest in historical, genealogical and governmental information regarding Orange and the region. It will add to its collection works produced by authors with local connections that meet the purpose and objectives of this policy and those items where information regarding Orange or its residents is included.

Library materials are not marked or identified to show approval or disapproval of the contents, and materials are not sequestered except for the purpose of protecting them from damage or theft.

See Appendix A

### **GIFTS**

Gifts or donations of money for the purchase of materials are welcomed. The Library, however, accepts gift materials with the explicit understanding that only those gifts which are useful to the Library collection will be retained. The Library reserves the right to evaluate and to dispose of gifts in accordance with the same criteria applied to purchase materials. Gift materials not added to the collection cannot be returned to the donor. Gift materials not added to the collection may be given to the Friends of the Library to sell.

The Library further reserves the right to integrate gifts into the general collection, as they cannot be given special housing.

The Library does not appraise gifts or provide evaluations of gifts for tax deductions or other purposes but will acknowledge receipt of gifts in writing if requested by the donor.

### **DIGITAL COLLECTION/DATABASES**

Case Memorial Library is an integrated system with two points of access: the physical collection located within the library building, and the digital collection, which is accessible online through the library's website. Both collections attempt to provide materials for all ages in a wide range of formats including, but not limited to: text, audio, video, and electronic media. These two collections aim to support and complement each other.

The digital collection represents the diverse viewpoints and interests of the entire community the library serves. This collection includes citation and full text databases; eBooks, eAudio Books, digital magazines, and other downloadable and streaming media; and instructional content.

Selection criteria for downloadable books and magazines (Overdrive) through the LION Consortium is comprised of fiction and nonfiction eBooks, audiobooks, and eMagazines aims to supplement the popular physical collections found in the Case Memorial Library. The Consortium has its own selectors who follow a Collection Development policy voted on by the Consortium's member libraries.

### **WEEDING**

Weeding is the continuous evaluation of the Library collection and is an integral part of collection development and maintenance. Factors involved in the decision to withdraw an item may include physical condition, the number of copies in the collection, age, amount of use, availability of other formats and the CREW Method.

See Appendix B

### **REQUESTS TO PURCHASE MATERIALS**

Members of the public may request that items be purchased for the collection.

Requests that items be purchased are entered on a form available at the Reference Desk. The appropriate Library staff will make the final decision to purchase or not to purchase the item. In the case of extremely expensive or questionable items, the Library Director will make the final decision.

### **CONTROVERSIAL MATERIALS**

The Case Memorial Library limits consideration of requests to reconsider Library material to individual residents of the Town of Orange. Complaints about items already in the collection will be referred to the appropriate staff member who will try to resolve the issue in person with the complaining party. If the matter cannot be resolved to the complainant's satisfaction, he or she will be invited to discuss it further with the Library Director. If it is still not satisfactorily resolved, he or she may obtain a "Petition for Reconsideration of Library Material" form (copy attached) from the Library Director. The complainant may complete the form and mail or deliver it to the Library Director who will present it at the next meeting of the Library Commission.

Members of the Library Commission will read, listen to or watch the material and, by majority vote of those present at the meeting, will decide whether or not the material is to remain in the collection. Their decision will be final.

## APPENDIX A

Collections contain popular works, classic works that have withstood the test of time, and other materials of general interest. Works are not excluded or included in the collection based solely on subject matter or on political, religious, or ideological grounds. In building collections, library staff is guided by the principle of selection, rather than censorship. Furthermore, the selection of a given item for a library's collections should not be interpreted as an endorsement of a particular viewpoint.

To build a collection of merit, materials are evaluated according to one or more of the following standards.

- Adult General Criteria:
  - Present and potential relevance to community needs
  - Suitability of physical form for library use
  - Suitability of subject and style for intended audience
  - Cost
  - Importance as a document of the times
  - Relation to the existing collection and to other materials on the subject
  - Attention by critics and reviewers
  - Potential user appeal
  - Requests by library patrons
- Content Criteria:
  - Authority
  - Comprehensiveness and depth of treatment
  - Skill, competence, and purpose of the author
  - Reputation and significance of the author
  - Objectivity
  - Consideration of the work as a whole
  - Clarity
  - Currency
  - Technical quality
  - Representation of diverse points of view
  - Representation of important movements, genres, or trends
  - Vitality and originality
  - Artistic presentation and/or experimentation
  - Sustained interest
  - Relevance and use of the information
  - Effective characterization

- Authenticity of history or social setting
- Special Considerations for Electronic Information Sources:
  - Ease of use of the product
  - Availability of the information to multiple simultaneous users
  - Equipment needed to provide access to the information
  - Technical support and training
  - Availability of the physical space needed to house and store the information or equipment
  - Available in full text
- Public Library Reviewing Sources:
  - Booklist
  - Goodreads
  - Kirkus Reviews
  - Library Journal
  - New York Times Book Review
  - Publishers Weekly
- Children and YA General Criteria:
  - Support and enrich the curriculum and/or students' personal interests and learning
  - Meet high standards in literary, artistic, and aesthetic quality; technical aspects; and physical format
  - Be appropriate for the subject area and for the age, emotional development, ability level, and social, emotional, and intellectual development of the students for whom the materials are selected
  - Incorporate accurate and authentic factual content from authoritative sources
  - Earn favorable reviews in standard reviewing sources and/or favorable recommendations based on preview and examination of materials by professional personnel
  - Exhibit a high degree of potential user appeal and interest
  - Represent differing viewpoints on controversial issues
  - Provide a global perspective and promote diversity by including materials by authors and illustrators of all cultures
  - Include a variety of resources in physical and virtual formats including print and non-print such as electronic and multimedia (including subscription databases and other online products, e-books, educational games, and other forms of emerging technologies)
  - Demonstrate physical format, appearance, and durability suitable to their intended use
  - Balance cost with need
- Children and YA Library Reviewing Sources:
  - Association for Library Service to Children (ALSC) Notable Children's Books
  - Booklist
  - Kirkus Reviews
  - Library Journal
  - Publishers Weekly
  - School Library Journal

- Young Adult Library Services Association (YALSA) Best Books for Young Adults

## APPENDIX B

### COLLECTION WEEDING GUIDELINES THE CREW GUIDELINES FOR WEEDING LIBRARY COLLECTION

The formulas given here for the various Dewey classes are rules of thumb based on professional opinions in the literature and practical experience. The formula in each case consists of three parts:

1. The first figure refers to the years since the book's latest copyright date (age of material in the book);
2. The second figure refers to the maximum permissible time without usage (in terms of years since its last recorded circulation);
3. The third refers to the presence of various negative factors, called MUSTIE factors.

For example, the formula "8/3/MUSTIE" means: "Consider a book in this class for discard when its latest copyright is more than eight (8) years ago; and/or, when its last circulation or in-house use was more than three (3) years ago; and/or, when it possesses one or more of the MUSTIE factors."

Most formulas include a "3" in the usage category and a MUSTIE in the negative factors category. The figure in the age category varies considerably from subject to subject. If any one of the three factors is not applicable to a specific subject, the category is filled with an "X".

MUSTIE is an easily remembered acronym for six negative factors that frequently ruin a book's usefulness and mark it for weeding:

- |          |   |
|----------|---|
| <b>M</b> | <b><u>M</u>isleading</b> (and/or factually inaccurate)  |
| <b>U</b> | <b><u>U</u>gly</b> (worn and beyond mending or rebinding)   |
| <b>S</b> | <b><u>S</u>uperseded</b> (by a truly new edition or by a much better book on the subject)                             |
| <b>T</b> | <b><u>T</u>rivial</b> (of no discernible literary or scientific merit)  |
| <b>I</b> | <b><u>I</u>rrelevant</b> to the needs and interests of your community   |
| <b>E</b> | The material may be obtained expeditiously <b><u>E</u>lsewhere</b> through interlibrary loan or reciprocal borrowing. |

In all cases, **weeding decisions ultimately depend upon the professional judgments of the library staff who are responsible for the selection of materials** in response to the needs of their library's patrons. While the MUSTIE formula may be used as a guide in making weeding decisions, **these guidelines can and should be adjusted** to meet the needs of the specific library, by substituting numbers that best reflect the library's mission and goals.<sup>35</sup> **Carefully consider all**

**the factors** involved in the weeding process, rather than automatically discarding an item with an older copyright date.

## **CREW GUIDELINES BY DEWEY CLASS**

### **000 (Generalities)**

#### **004 (Computers)**

3/X/MUSTIE

*Works on computers are seldom useful after three years.<sup>36</sup> Works on microcomputers and software have an even shorter life span, but may be kept on hand longer if there is strong community demand.*

#### **010 (Bibliography)**

10/X/MUSTIE

*Discard after ten years from the date of copyright.*

#### **020 (Library & Info. Science)**

10/3/MUSTIE

*Discard all that do not conform to current, acceptable practice.*

#### **030 (General Encyclopedias)**

5/X/MUSTIE

*Stagger replacement sets over a seven-year period (e.g., replace Britannica in year one, World Book in year three, Americana in year five, then a new Britannica in year seven); one new encyclopedia set at least every five years. Older sets may be sold or circulated, but withdraw circulating sets after no more than eight years.*

#### **other 000's**

5/X/MUSTIE

*Except trivia which may be kept indefinitely or until no longer considered useful or interesting.*

### **100 (Philosophy and Psychology)**

#### **133 (Paranormal Phenomena)**

15/3/MUSTIE

*Should be kept until worn, although it will be necessary to replace lost titles every so often since this category includes the popular topics of fortune-telling, dream interpretation, and astrology.*

#### **150 (Psychology)**

10/3/MUSTIE

*Try to keep abreast of new and popular topics, especially the 158's (self-help). Replace works on clinical, comparative, and developmental psychology within five to eight years.*

#### **160, 170 (Logic)(Ethics)**

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10/3/MUSTIE

*Value determined mainly by use. Replace worn classics with attractive trade paperback editions.*

## **200 (Religion)**

*Try to have something up-to-date on each religion represented by a church, synagogue, or other assembly in the community or region, as well as something on the well-known modern sects such as Hare Krishna. Include timely and comprehensive information on the six major international religions: Buddhism, Christianity, Hinduism, Islam, Judaism, and Taoism.*

10/3/MUSTIE

or

5/3/MUSTIE

*Use 10/3/MUSTIE except for areas of rapid change, which are 5/3/MUSTIE. (This area is difficult to weed because (a) the items are often donated and librarians fear criticism, and (b) religious works SEEM like they should be treated exceptionally, but they should not be.)*

## **300 (Social Sciences)**

*See that controversial issues are represented from all viewpoints and that information is current, accurate, and fair.*

### **310 (General Statistics)**

2/X/MUSTIE

*Almanacs are seldom of much use after two years; add one, discard one every year, to keep only last three years in the collection. If possible, keep one copy in reference and one in the circulating collection for any year. Otherwise, copies from past years may be transferred from reference to circulating when superseded by new editions. **All** public libraries in Texas should have at least one general almanac and the Texas Almanac; need only last decennial census.*

### **320 (Political Science)**

5/3/MUSTIE

*For topical books; historical materials are judged more on the basis of use: 10/3/MUSTIE.*

### **330 (Economics)**

5/3/MUSTIE

*Update items available in revised editions. Be aware of radical changes in statutes, regulations, or general climate for a particular type of investment. Well-known authors with no newer books available and items intended as histories of a particular era may be retained if MUSTIE factors are acceptable.*

### **340 (Law)**

10/X/MUSTIE

*Replace when more current data becomes available. **Never** keep superseded editions, even on heavily used topics like divorce or child support.*

350 (Public Administration)

10/X/MUSTIE

*Keep up-to-date; replace when state and federal administrations change or constitutional reforms occur.*

360 (Social Services)

5/X/MUSTIE

*Discard career materials after five years; older reference copies may be circulated. Pay close attention to revisions in standard test books (GED, ACT, etc.). Some may be retained for 10 years or longer if certain sections have not changed.*

370 (Education)

10/3/MUSTIE

*Keep historical materials only if used. Discard all outdated theories; check with a teacher or principal if in doubt.*

390 (Customs, Etiquette, Folklore)

Folklore, Customs

10/3/MUSTIE

*Keep standard works; weed according to use.*

Etiquette

5/3/MUSTIE

*Keep only basic, up-to-date titles.*

**400 (Language)**

10/3/MUSTIE

*Discard old-fashioned and unsightly textbooks and outdated school grammars. Need only stock dictionaries for major foreign languages (e.g., French, Spanish, Italian, German), and any other languages being studied or spoken in the community. Dictionaries: 5/3/MUSTIE.*

**500 (Natural Sciences)**

5/3/MUSTIE

*Carefully evaluate anything over five years old, except botany and natural history. Replace worn classics or significant historical works with new editions. Pay particular attention to the physics, environmental issues, and astronomy sections. Keep basic works of significant historical or literary value, such as Charles Darwin's classic Origin of Species, or Michael Faraday's Chemical History of a Candle. Replace worn copies with new editions.*

510 (Mathematics)

10/3/MUSTIE

*Replace older materials on algebra, geometry, trigonometry, and calculus with revised editions. Discard most titles covering slide rules and the "new math" of the 1960s.*

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550 (Earth Sciences)

X/3/MUSTIE

*Geology books on specific regions, especially Texas, should be kept indefinitely, or until superseded by newer editions. All general materials should be replaced when new developments occur in the field (e.g., theories about continental drift and plate tectonics have been revised in recent years). Field guides for amateur fossil, gem, and rock hunters can be kept for up to 20 years if physical condition allows, unless the area described has changed dramatically through man-made developments and/ or natural events.*

570 (Life Sciences)

10/3/MUSTIE

580 (Botanical Sciences)

10/3/MUSTIE

**600 (Technology, Applied Sciences)**

610 (Medicine)

5/3/MUSTIE

*Except Anatomy and Physiology, which change very little: X/3/MUSTIE. Keep only the current year plus one previous year (one reference, one circulating) of PDR and other prescription and over-the-counter drug directories, replacing when new editions become available. Materials on fast changing fields of research, such as AIDS, genetics, cancer, and infertility: 2/X/MUSTIE.*

630 (Agriculture)

5/3/MUSTIE

*Keep up-to-date; be sure to collect information on the newest techniques and hybrids if you serve farmers or ranchers. Keep the Yearbook of Agriculture for the last ten years; earlier if in demand, but be wary of those with outdated and potential harmful ideas, such as pest control using DDT.*

635 (Horticulture)

10/3/MUSTIE

*General gardening books may be useful for up to 20 years, so circulation is the main weeding criteria. Books about propagation of specific flowers or plants are considered outdated after 10 years. Materials that discuss the use of pesticides and chemicals: 5/3/MUSTIE.*

640 (Home Economics)

10/3/MUSTIE

*Be strict with old sewing and grooming materials in which styles change rapidly. Keep cookbooks unless little used; replace worn popular titles.*

649 (Child Rearing)

5/3/MUSTIE

*Keep abreast of changing trends and new theories; replace worn standards like Dr. Spock's Baby & Child Care with newer editions.*

670 (Manufacturing)

10/3/MUSTIE

*Keep books on old clocks, guns, and toys since these items are often collected. Also keep works on tools, farm implements, etc. that are still used in your community.*

other 600's (Also Business)

5/3/MUSTIE

*Technology is making such rapid advances that any materials over five years old are to be viewed with suspicion; especially those dealing with drugs, space technology, sex education, radio, television, medicine, and office skills. (Check to see if resources contain any information of historical value). One major exception: repair manuals for older cars and appliances should be kept as long as such items are generally kept in your community; replace when they become filthy or worn from use.*

**700 (The Arts)**

745 (Decorative Arts)

X/3/MUSTIE

*Retain basic technique books if well illustrated; replace worn and dated materials. Keep all materials on the history of interior design that are in acceptable condition. Discard general home decorating ideas after 10 years unless the decorating style becomes established as a distinct aspect of American interior design (e.g., "Southwestern," or "high-tech"). Keep stamp and coin catalogues up-to-date. Historical treatments of ancient, foreign, and commemorative coins may be kept indefinitely, unless the focus is market valuation, then keep no more than 5 years.*

770 (Photography)

5/3/MUSTIE

*Check closely for outdated techniques, and especially outdated equipment; if in doubt, check with local photography club or buffs.*

790 (Recreation)

10/3/MUSTIE

*Discard and replace as rules and interests change.*

other 700's

X/X/MUSTIE

*Keep all basic materials, especially histories of art and music. Replace with new editions when they become worn and unattractive.*

**800 (Literature)**

*Make a point of keeping files of assignments or reading lists from local schools, and check any discards against these lists. Asking local teachers to act as subject specialists when weeding this area is an excellent way to improve inter-action within the community.*

X/X/MUSTIE

*Keep basic materials, especially criticism of classic writers. Discard any works of minor writers no longer read in the local schools, unless there is an established demand among the non-student population.*

## **900 (Geography and History)**

910 (Geography and Travel)

5/3/MUSTIE

*For guidebooks (such as the Fodor series) and for descriptive or scientific geography. Some may wish to stagger orders so that no guide is more than two years old.*

10/3/MUSTIE

*For personal narratives of travel, unless of high literary or historical value.*

Other 900's

15/3/MUSTIE

*Main factors: demand, accuracy of facts, and fairness of interpretation. Consider discarding personal narratives and war memoirs of World War II, the Korean Conflict, and Indochina War, in favor of broader histories of these conflicts, unless the author is a local person, or the book is cited in a bibliography as having an outstanding style or insight. Discard dated **viewpoints** (e.g., the McCarthy Era "World Communist Conspiracy" theory of modern history). Retain some older Revolutionary War materials if local schools assign annual reports on the subject (e.g., many schools participate in the annual DAR writing contest).*

## **B or 92 (Biography)**

X/3/MUSTIE

*Unless the person treated is of permanent interest or importance, such as a U.S. President, discard a biography as soon as demand lessens. This rule especially applies to ghost written biographies of faddish celebrities. Poor quality biographies of major figures should be replaced with better ones, if funds permit. Biographies of outstanding literary value, such as Boswell's Life of Johnson, are to be kept until worn.*

## **F (Fiction)**

X/2/MUSTIE

*Discard works no longer in demand, especially second and third copies of past bestsellers. Retain works of durable demand and/or high literary merit, but replace worn copies with new editions; a non-topical, well-written novel appealing to universal concerns will continue to circulate at a moderate rate for many years.*

## **E Fiction (Picture Books)**

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### **X/3/MUSTIE**

*Evaluate all materials carefully using MUSTIE as a guide. Discard any not suitable for library use, including those with inferior bindings or any trite commercial publications that feature popular characters created merely to sell a product. Children's literature is a large part of the publishing industry; with the wealth of quality titles available, there is no excuse for keeping books with inferior stories or artwork in this section.*

### **JF (Juvenile Fiction)**

#### **X/2/MUSTIE**

*Except award books and those on school reading lists (e.g., John Newbery Award, Coretta Scott King Award, Bluebonnet lists). Older, worn editions should be replaced, when possible, with newer hardcover or paperback editions with contemporary cover art. Evaluate closely for outdated styles, artwork, and mores, or prejudiced viewpoints. Discard if format and reading level are not appropriate to the current interest level of the book. Discard topical fiction on dated subjects and abridged or simplified classics in favor of the original, unless needed for slow or reluctant readers.*

### **YA (Young Adult) Fiction**

#### **3/2/MUSTIE**

*Unless very popular. Keep current; any item that has not circulated within two years may be considered "dead" and removed. Discard YA fiction with outdated illustrations, story lines, or subjects. Replace older classics (e.g., The Pigman by Zindel; The Chocolate War by Cormier) with newer hardback or paperback editions.*

### **J and YA Nonfiction**

*Use adult criteria for each Dewey category, but look especially for inaccuracy and triviality which are common faults of over-simplified children's nonfiction. See the section, "CREWing Children's Materials" for more detailed criteria.*

### **Periodicals (Also Newspapers)**

#### **3/X/X**

*Bind only quality periodicals in constant use for research (e.g., National Geographic) and listed in Reader's Guide and other indexes in the library. Carefully weigh the costs for binding with costs for online searching or CD-ROM format. Other periodicals used for school research projects (e.g., Time, U.S. News and World Report): 5/X/X. If financially feasible, buy microforms (film or fiche) of magazines in heavy demand. For the local newspaper, see section, "Local History." Clip other periodicals and newspapers sparingly for the vertical file before discarding.*

### **Government Documents**

#### **X/X/X**

*Libraries that serve as official depositories of federal documents are required by law to follow established procedures governing weeding outlined in Instructions to Depository Libraries. Procedures depend on whether the library receives some or all depository publications. Generally, documents produced in more than one physical format and superseded documents may be discarded on a routine schedule. The depository must return any money made from selling discards*

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*to the Superintendent of Documents. Selective depositories not served by regional depositories must keep one copy of all documents received through the depository system, so read rules and procedures carefully.*

*Disposal of state documents may also be affected by state law.*

### **Nonprint Media (Also AV)**

**WORST**

*Worn out, Out of date, Rarely used, System headquarters can supply, or Trivial and faddish. Monitor statistics of use for these materials and view/ listen to them periodically to determine their condition. See the section, "CREWing Non-print Media" for more detail on individual formats.*

### **Local History**

**X/X/X**

*Your library is also the logical archives of the community, and, in many cases, of the county. Retain **all** books on the history and geography of the city and county; **all** local newspapers (on microfilm if possible; otherwise photocopy onto acid-free paper. Brittle newspaper or fragments have little value in research); **all** accounts of travels through your immediate area; **all** memoirs of local figures; and **all** local city directories. Keep **most** books by local authors (if of even minimal literary value); and **some** genealogies of important local families. Collect local photographs, playbills, and other ephemera of possible interest to future writers in your area. If possible, start an oral history program; the audio- and videotapes created are unique, and therefore **not** subject to the WORST criteria. To prevent local history materials, particularly unique, rare, or valuable items, from becoming worn or soiled, make them non-circulating or transfer them to archival collections, perhaps in a local museum.*

### **Donations (Also Memorials)**

**X/X/MUSTIE**

*Replace worn copies with newer editions if available, or newer books on the same subjects. Gifts are subject to the same criteria as other materials; items that do not circulate should be removed when they become worn or obsolete, regardless of their source.*