
Collection Development Policy

Adopted: 10/05



**SEDONA
PUBLIC
LIBRARY**

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Introduction

This collection policy was designed to assist those making selections of materials for the Sedona Public Library. It is a guide in considering such issues as material selection, challenged books, and gifts. An evolving plan, it is to be reviewed and read by all professional library staff and reviewed for revision annually by the Collection Development Librarian.

As Sedona's primary literary and information resource, the Sedona Public Library endeavors to be distinguished by its comprehensive collection of materials. These materials provide residents with access to available recorded knowledge to assist them in meeting their informational, recreational, educational, business and cultural needs. The Library makes every effort to evaluate and anticipate the changing needs and demands of the community and to maintain a fresh and topical supply of information for all.

The Library does not serve any single group. It seeks to maintain a balance of material on all sides of issues and accepts the democratic principles expressed by the American Library Association in the Library Bill of Rights (See Appendix 1). Library service is given to all regardless of age, sex, race, creed, occupation, color or financial position.

Community Profile

Sedona Public Library is a privately funded library committed to enriching the lives of Sedona-area residents and to help them and our community succeed by providing information services that are affordable, responsive, efficient and enjoyable. Sedona is a unique community and is growing rapidly. It is a premier recreation, resort, retirement and art center. In general, the population is well-educated and mature with diverse interests. A secondary major component is a younger working population that services the expanding infrastructure. The Sedona community has proven through its support, participation and usage that it genuinely values its library as an information and community center.

Philosophy

The Library intends to fulfill the needs of the community through the use of all forms of media, whether circulating or reference. SPL is not an archival institution. Rather, it is a popular circulating collection with tools to help people have a successful life. The collection will meet the following criteria:

1. Satisfy patrons' recreational, cultural and intellectual needs at all age levels.
2. Be available on an unrestricted basis to all patrons including materials available through inter-library loan.
3. Offer tools such as journals, bibliographies and core lists. Input from staff and patrons will be considered.
4. Be comprised of the highest quality and most current selections possible.
5. Represent all sides of controversial issues, including those that may be considered unorthodox or unpopular.

Community Needs Assessment

Sedona Public Library patrons are generally mature with a median community age of 53¹. With diverse backgrounds and a high level of educational attainment, there is a demand for materials on a wide

variety of subjects. 75% of the area population holds a library card², and 84% of respondents or their families in a National Citizen Survey of Sedona's population use the library at least once a year³. Circulation of library materials has increased by 10% annually for the last five years and this trend is expected to continue while 99% of library users surveyed stated that they were satisfied with the library services⁴. As a privately owned library, SPL is in a unique position of serving its "small town" community with a highly personal approach while providing current library services.

The Library is a member of OCLC, a nationwide bibliographic database service. As an active member of the Yavapai County Library System, SPL provides intralibrary loan service for patrons with needs outside the scope of the internal collection of 70,000 to close to one million items held in other county libraries. It also provides interlibrary loan with libraries throughout the nation for a small fee.

The library strives to meet the needs of different groups in the community about a variety of subjects including small business establishment and operation, leisure and recreational activities, investments, travel, writing, fine arts, alternative and traditional therapies and interventions, and spiritual and new age subjects. Sedona is the second most visited site by tourists in the state of Arizona, second only to the Grand Canyon⁵. Tourist needs are addressed, particularly with travel guides, information about Sedona, and Internet for travel information and communications. Two 15-minute computers funded by the Sedona Chamber of Commerce are in constant use by visitors.

Youth Programs are well attended by children of all ages although less than 15% of the Sedona population is under the age of 18⁶. Some of the programs include story time, visiting authors, close cooperation with Sedona schools including class visits to the library, and visits to local schools, participation with Project Head Start, summer reading programs, classes including cooking, yoga, music, etc. and community volunteer service opportunities for teenagers.

In our function as a Community Center, the community room and Quiet Study Room are in high demand for library and privately sponsored programs totaling 440 in 2004-2005. Recent programs include writing and Internet workshops, jazz and symphony concerts, and juvenile cooking classes. Additional programs are offered in the library including free tax preparation assistance three times weekly throughout the tax season.

This community is not racially diverse but there is some ethnic diversity. The Hispanic Specialist Librarian is enlarging the Spanish language collection to meet the needs of a Hispanic population of 10%. Outreach is made to literacy groups and Head Start parents and children. A survey of needs of the Spanish speaking community is in process and the Hispanic Specialist Librarian will also interview community leaders who work with the Hispanic population. Further outreach and collection development will evolve.

Technology is a highly rated and growing need of the community including access to Internet and word processing, the library catalogue, databases, web links, and wireless access inside the library. Demand for technology is expected to increase as more resources convert to electronic formats and SPL recognizes the necessity to provide access with the acquisition of additional computers. As technology demands increase and surpass the small library staff, SPL intends to have additional user-friendly

interfaces so that library patrons may find information independently in the library and from home. The new Horizon interface (web catalog software with which users access the catalog in and outside the library) will be adaptable to the individual user's requirements and further establish SPL as an online portal to the world. Remote access services currently include the ability to search the catalog, reserve items, access to electronic databases with a library card and utilize web links.

Collection Evaluation and Assessment

The collection requires continuous evaluation in order to provide the best possible information materials. Collecting standards of the Pacific Northwest Conspectus Project, a flexible and adaptable collection development tool now provided by OCLC, can be used to provide a set of guidelines that enable SPL to enrich the collection. Additional statistical tools such as circulation reports are studied to determine how the collection is being used and how it should evolve to answer community needs. Patron input and community surveys are also tools of evaluation. SPL is receptive to new formats as they develop.

Collection Goals

A wide variety of materials is collected to address the varied interests and needs of the community. The formats to be collected include, but are not limited to:

1) Books: Acquisitions are made on the basis of subject, general interest and reference coverage.

Paperback Books: The same standards apply as to other books. Paperbacks are also acquired according to availability, price and/or popular demand.

Periodicals: Those selected are authoritative and objective, of local interest, or frequently in demand.

Vertical File: A collection of current materials not in book form. Items are collected based on the value of information available. Special attention is paid to local and southwest information.

Newspapers: Are selected on the basis of quality, geographical representation, user's needs and interests.

Maps, Globes and Posters: Used to enrich and support the collection. To be selected for clarity and accuracy of design, scale and quality of graphics.

Film, Micro-form and Video Tapes and DVDs: Acquired with attention to accuracy, scope, content, organization and technical qualities.

CDs: These will cover a wide range of content from music to documentaries. Materials are selected on the standards of audio quality and composition.

Computer Software and Electronic Media: Selected to stimulate interest in computers and other subject areas and/or for informational content.

Talking Books and Large Print Books: For general use and to serve members of the community who are visually disabled.

Web Links: Selected with attention to authority of creator, objectivity, reliability, timeliness, coverage, organization and design.

Electronic Databases: Selected for authority, information content, timeliness, usability and price.

Special Collections: These collections contain a variety of media to meet unique interests and needs of this community.

- a) Arizona Collection: Includes information about Arizona and its bordering states. An attempt is made to cover all aspects of the state and region for visitor and newcomer information, school reports, general interest and research. Special attention is paid to the natural resources of the area, hiking, and history.
- b) Spanish Language Collection: Selected to inform and entertain. A wide variety of new materials in all formats are chosen to stimulate community interest.
- c) New Age/Metaphysical Collection: A wide variety of information is selected in all formats for a community that is known as the "New Age Mecca" of the world. Efforts are made to represent local authors and personalities.
- d) New Readers Collection: Selected to meet the needs of English language learning adults and literacy program students and instructors. It includes dictionaries at all reading levels, easy readers and audio-video materials on grammar and pronunciation.
- e) Archival Materials: SPL currently does not have special facilities to collect three-dimensional artifacts. The library will strive to form a partnership with The Sedona Historical Society.

De-Selection (Weeding)

The C.R.E.W. Method (Continuous Review, Evaluation and Weeding), is used to maintain a current, useful and dynamic collection that makes the best use of floor and shelf space while it also assesses the collections' strengths and weaknesses⁷. The Crew Method recommends removal of an item from the collection if it is M.U.S.T.I.E:

M = Misleading; factually inaccurate

U = Ugly; book is worn and torn, in disrepair

S = Superseded by a newer edition

T = Trivial; of no real discernable value

I = Irrelevant to the needs and interest of the community

E = Elsewhere available in the Yavapai Network of Libraries or by interlibrary loan

Additionally, the C.R.E.W. Formula for nonfiction Dewey classes is applied by determining 1) the book's latest copyright date which may be a factor in accuracy, 2) the maximum permissible time that an item may sit on the shelf without circulating, and 3) Application of M.U.S.T.I.E. factors (See Appendix 4).

Gifts and Memorials

Gifts of books and other materials are accepted on behalf of the Board of Trustees of the Library with the understanding that the library may make whatever use of the materials it feels appropriate. The Library reserves the right to determine suitability for inclusion in its collection and is not obligated to retain any gifts. A donation form serves as a record of such transactions. The Library does not appraise gifts and tax forms are not provided. All gifts are subject to evaluation by current guidelines for relevant collections. The Library may discard, sell, trade or otherwise dispose of any material at any time without notification to the donor.

Memorial donations of books, other library items, or money for the purchase of library materials are gratefully accepted. Memorial donations may carry a plate with the name of the donor and the honoree. All gifts must meet current selection guidelines. Donors wishing to present a memorial gift may contact the Director.

Guidelines for Review of Donations

The C.R.E.W. (Continuous Review, Evaluation and Weeding) Method is used as a guide for introducing donations into the library. Guidelines by Dewey Class (See Appendix 4) serve as a guiding principle for adding nonfiction items. Unless it is an unusual exception, only fiction published within the last two years is considered for addition

Re-Consideration of Library Materials

The library does not approve or endorse any particular viewpoint or belief as represented by its collection. SPL endorses the Library Bill of Rights (See Appendix 1) and accordingly strives to provide a broad and balanced choice of materials. It is the responsibility of individuals to select materials that are congruent with their tastes. While an individual patron may reject materials considered to be inappropriate or offensive for oneself or one's children, access may not be restricted for others.

A patron has a right to object to materials and make a verbal or formal complaint. Staff first respectfully listens to the complaint. Re-Evaluation of Materials Forms are available upon request for formal complaints (See Appendix 5). The completed form and the item in question are given to the Director. After discussion and evaluation by the Library Staff, the Director presents the complaint at the next scheduled meeting of the Board of Trustees. The Board will impanel a committee to consider the request and the material. Their work will be completed by no later than the following regularly scheduled meeting of that body. The Board will respond to all complaints in writing as to the decision made. The material in dispute will remain on the shelf during the evaluation procedure.

Selection Criteria

Children

It is our objective to have books for children are straight-forward in presentation and within a child's ability to comprehend. The Library endeavors to create a children's book collection that has materials for all ages and abilities and that provides accurate up-to-date information.

Fiction

All books are first checked with approved lists and reviews.

Efforts are made to keep a mix of standard juvenile titles and popular contemporary materials in the collection.

Non Fiction

Textbooks are not purchased unless there is little material available from other sources.

Books about sex and reproduction are provided by the Library. They are written in a simple, dignified manner for use by either children or parents. Circulation is left to the discretion of the parent.

Web Links (see Appendix 2)

Informational for homework help, general knowledge, recommended reading, entertainment and games.

Young Adults

It is our objective to provide young adults with a variety of materials for enjoyment and personal enrichment, for school assignments (including advanced readers and summer reading), reference information and continuing education. This collection provides a bridge from children's to adult books. Approved lists such as the Standard Catalogue for High School Libraries and Collection for High Schools are used as a basis for building this collection.

Fiction

General fiction, career stories, science fiction, adventure and fictionalized biography should be adequately written, but not judged solely on literary merit.

Books that intentionally treat undesirable social behavior in a sensational way are felt to be unsuitable for young adults.

Non Fiction

Information in numerous subject categories for both factual and recreational appeal.

Books about the physical changes that take place during adolescence that meet the accepted standards of good taste, are scientifically accurate and unemotionally presented.

Books and pamphlets on vocations.

Web Links (see Appendix 2)

Informational for homework help, general knowledge, recommended reading, entertainment and games, careers and college information and teen book reviews.

Adults

It is our objective to collect and organize significant books and other materials which reflect the needs and wishes of the community. The library collects pleasure, entertainment, educational and informational items. Reference materials are collected to assist in answering specific questions. Selectors attempt to acquire items that have been favorably reviewed.

Fiction	Non Fiction	Web Links (see Appendix 2)
<p>Style.</p> <p>Appeal.</p> <p>Characterization (strong portrayal of character and life).</p> <p>Relationship within the collection (types, mystery, western, science fiction, romance).</p> <p>Publisher.</p> <p>Fiction during the duration of its popularity.</p> <p>Physical qualities (binding, print size, illustrations, margins, etc.</p> <p>Price.</p>	<p>Qualification by the author in the subject field.</p> <p>Scope and authority of subject matter.</p> <p>Quality of writing (style, readability, usability such as table of contents and index).</p> <p>Date of publication.</p> <p>Relationship to collection.</p> <p>Physical qualities (binding, print size, illustrations, margins, etc.).</p> <p>Publisher.</p> <p>Price.</p> <p>Opposing viewpoints including those that are controversial are to be represented.</p>	<p>Authority of author</p> <p>Scope and authority of subject matter</p> <p>Quality of writing</p> <p>Timeliness (date last updated)</p> <p>Relevance to community needs</p> <p>Design (readable, attractive, layout)</p> <p>Usability and organization (language understandable, links work)</p> <p>Topics to include but are not limited to: Arizona and Southwest; Art, music and dance; biography; business; company and consumer information; computer skills and free e-mail accounts; dictionaries, almanacs, and encyclopedias; directories; education and grants/foundations; health; history and genealogy; international languages; job and career; legal information; literature; magazines; new age/metaphysical; newspapers and online news services; movies and television; patents, trademarks, and copyrights; philosophy and religion; politics and government; science and technical; Search Engines; Sedona local resources; resources for life-style skills for all ages; sports and recreation; statistics; tax information; travel and geography; voting; and weather</p>

Selection Responsibility

Ultimate responsibility for the SPL materials collection resides with the Library Director. The Children's Librarian selects for the Juvenile and Young Adult Collections, Head of Reference selects the Reference Collection, Head Librarian selects Adult Fiction, Spanish Language Librarian selects the Spanish Language Collection for adults and the Director selects Periodicals. All staff is encouraged to recommend Web Links and the Collection Development Librarian and Head of Reference cooperate in the final selection. The Collections Librarian selects Adult Non-Fiction, Videos, DVDs, Audio Books, usability of Web Links and works closely with all others. All librarians are inclusive in developing materials collections.

In general, special requests or recommendations by patrons are always accepted for consideration but do not oblige the Library to add an item. Addition of a book to the Library's collection in no way represents endorsement of any theory, idea or policy contained therein.

Appendices

Appendix 1. ALA Library Bill of Rights⁸

Adopted June 18, 1948. Amended February 2, 1961, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. 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.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. 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.

Appendix 2. ALA Web Link Selection For Juveniles and Young Adults⁹

1. Authorship/Sponsorship: Who Put up the Site?
 - The name of the individual or group creating the site should be clearly stated.
 - The creator should give a source for information in the site where necessary.
 - The Web site author or manager should provide a way for users to make comments or ask questions.
 - The Web site author or manager should be responsive to any questions regarding copyright, trademark, or ownership of all material on the site. Sites that knowingly violate copyright statutes or other laws should not be linked, listed, or recommended.

2. Purpose: Every Site Has a Reason for Being There.
 - A site's purpose should be clear and its content should reflect its purpose, be it to entertain, persuade, educate, or sell.
 - Advertising should be appropriate to the intended audience and should not overshadow the content.
 - A good site should enrich the user's experience and expand the imagination. Sites promoting social biases (gender, racial, religious, or other types) rather than enlarging the views of the child should not be considered worthwhile sites.

3. Design and Stability: A Great Site Has Personality and Strength of Character.
 - The information on the site should be easy to find and easy to use.
 - The site design should be appealing to its intended audience.
 - The text should be easy to read, and not cluttered with distracting graphics, fonts, and backgrounds.
 - Users should be able to get around the site easily.
 - Pages consisting mainly of links should be well-organized and appealing to young people, and the collected links should be well-chosen and useful to children exploring the subject.
 - The site's design should be appropriate for the intended audience.
 - The site should be ADA (Americans with Disabilities Act) compliant, as much as possible.
 - A game or recreational site should have a clear interface and playing instructions.
 - The page should load in a reasonable amount of time.
 - The page should be consistently available and load without problems; stability is important.
 - Required "plug-ins" or other helper applications should be clearly identified.
 - The design elements and features on the site, such as searchable databases, animations, graphics, sound files, introductory and transitional pages, etc., should enhance and not hinder the accessibility and enjoyment of the site.
 - The interactive features should be explained clearly.
 - A user should not need to pay a fee or type in personal information (such as his/her name or e-mail address) before using the site.

4. Content: A Great Site Shares Meaningful and Useful Content that Educates, Informs, or Entertains.

- The title of a site should be appropriate to its purpose.
- A site's content should be easy to read and understand by its intended audience.
- There should be enough information to make visiting the site worthwhile.
- If there are large amounts of information on the site, some kind of search function should be provided. There should be at least an outline of topics covered, allowing the users to find topics and move among them easily.
- Spelling and grammar always should be correct.
- The information should be current and accurate, and if the topic of the site is one that changes, it should be updated regularly. A "last updated" date is a plus.
- Links to more information on the topic should be provided.
- Graphics on the site should be relevant and appropriate to the content.
- The subject matter should be relevant to and appropriate for the intended audience.
- The viewpoint presented should be comprehensible to the intended audience.
- The skills required to use the site's features and structure should be appropriate or appropriately challenging for its intended audience.
- In informational sites, especially those used to support school assignments, quality of content should be most important. Appealing sites for general audiences that are accessible to young people sometimes provide the highest-quality content.
- Some sites, such as health and life-education sites, may include mature content. Such material should be developmentally appropriate to the information needs of youth.

Appendix 3. ALA Web Link Selection for Adults¹⁰

1. Purpose:
 - Does the web site have a clearly stated purpose - to educate, to inform, advocate for a position, stimulate discussion, entertain, etc.?
 - Who is the intended audience?
 - Is it substantive or just a collection of links?
2. Authority
 - Who is the sponsoring institution? - NOTE: Check the ending suffix of the site (.edu, .com, .net, etc.).
 - Is it maintained by an established authority?
 - Is a contact address provided? - NOTE: Try to delete the files and folders - one at a time from right to left - to see if you can find out other information about the site.
 - Is the information copyrighted?
3. Content
 - Is the information accurate, current, and unbiased when checked against other sources?
 - Is the information primary or secondary in nature?
 - Is the information well-researched and valid?
 - Is the page well-documented?
 - How detailed is the site's coverage of its subject?
 - Does the information fill a curricular need?
 - Are descriptive summaries provided for links? Do the links guide users to the best sites?
 - Do the images enhance the content?
 - Is this the best medium for this information?
 - Is advertising present on the page?
4. Technical Quality
 - Is the site user-friendly? Is it easy to navigate around the site?
 - Is the home page concise and quick to view?
 - Do layout and design help the user to find information?
 - Is the site interactive?
 - Is it accessible? Is this a stable, reliable site?
 - Are Unified Web Accessibility Guidelines followed?
 - Is a search engine provided to search the site's content?
 - Can the browser being used take advantage of all features available at the site?
5. Reviews
 - Has this site been reviewed by a professional publication or rated by a commercial rating service?

Appendix 4. Crew Guidelines¹¹

5/2/M.U.S.T.I.E. is interpreted as: Books should be discarded if they are over five years old or have not been checked out in two years and MUSTIE principles should also be applied as needed.

Guidelines by Dewey Class

000 (Generalities)

- **004 (Computers):** Works on computers are seldom useful after three years. Works on microcomputers and software have an even shorter life span.
- **010 (Bibliography):** Discard after ten years from the date of copyright (if not current knowledge).
- **020 (Library and Information Science):** Discard all that do not conform to current, acceptable practice.
- **030 (General Encyclopedias):** Stagger replacement sets over a seven-year period. (Older sets can be circulated for up to eight years.)
- **Other 000's:** Trivia may be kept indefinitely or until no longer considered useful or interesting.

100 (Philosophy and Psychology)

- **133 (Paranormal Phenomena):** Kept until worn. Replace lost titles because this category includes the popular topics of fortune-telling, dream interpretation, and astrology.
- **150 (Psychology):** Self-help psychology and guidance materials are reviewed for dated pictures and concepts. Replace works on clinical, comparative, and development psychology within five to eight years unless classics.
- **160, 170 (Logic and Ethics):** Value determined mainly by use.

200 (Religion): Philosophical and religious materials should be reviewed individually and as a collection to ensure that as many points of view as possible are presented. Include comprehensive information on the six major international religions: Buddhism, Christianity, Hinduism, Islam, Judaism, and Taoism.

300 (Social Sciences): Retain balance on controversial issues and opposing viewpoints. Information should be current and accurate. Certain subject areas will need constant revision while others should be very carefully weeded at longer intervals. Historical coverage of economics, communication, transportation, politics, and education will be maintained.

- **310 (General Statistics):** Almanacs are seldom of much use after two years. Keep a current issue in Reference and up to two previous years in circulation.
- **320 (Political Science):** Retain topical books. Historical materials are judged on the basis of use.
- **330 (Economics):** Update items available in revised editions. Be aware of radical changes in statutes, regulations, and the general climate for particular types of investments. Well-known authors who have no newer books available and items intended as histories of particular eras may be retained if MUSTIE factors are acceptable.

- **340 (Law):** Replace when more current data becomes available. Do not keep superseded editions, even on heavily used topics.
- **350 (Public Administration):** Keep up-to-date; replace when state and federal administrations change or constitutional reforms occur.
- **360 (Social Services):** Discard career materials after five years; Older reference copies may be circulated. Be particularly aware of qualifications discrepancies in materials dealing with career preparation. 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):** Keep historical materials according to use. Discard all outdated theories.
- **390 (Customs, Etiquette, Folklore):** Folklore and Customs: Keep standard works. Weed according to use. Etiquette: Keep only basic and current titles.

400 (Language): Discard old-fashioned and unsightly textbooks and outdated school grammars. Keep fresh dictionaries for major foreign languages including French, Spanish, Italian, and German.

500 (Natural Sciences): Carefully evaluate anything over five-years-old, except in botany and natural history. Replace worn classics or significant historical works with new editions. Pay particular attention to physics, environmental issues, and astronomy sections. Many materials related to the environment are still appropriate after fifteen years while an item about atoms may be inaccurate after two years. New discoveries in energy may require updating works in this field more often than materials in subjects such as natural history. Keep basic works of significant historical or literary value, such as Charles Darwin's classic *Origin of Species*.

- **510 (Mathematics):** Replace older materials on algebra, geometry, trigonometry, and calculus with revised editions.
- **550 (Earth Sciences):** Geology books on specific regions, especially Arizona and the Southwest, 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)**
- **580 (Botanical Sciences)**

600 (Technology, Applied Sciences)

- **610 (Medicine):** Except Anatomy and Physiology, which change very little: Keep only the current year and one previous year (one reference and 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 and medical treatments: 3/2/MUSTIE. General medical treatments adhere to 5/2/MUSTIE.
- **630 (Agriculture):** Keep up-to-date materials on the newest techniques and hybrids. Weed dated information such as pest control using DDT.

- **635 (Horticulture):** General gardening books may be useful for up to 20 years. Books about propagation of specific flowers or plants are considered outdated after 10 years.
- **640 (Home Economics):** Be strict with old sewing and grooming materials in which styles change rapidly. SPL does not collect cookbooks from every country of the world. Cookbooks are generally current with clear instructions and attractive layouts. Different cuisines and styles of eating are represented such as vegetarian, vegan and meat. Replace worn, popular cookbook titles.
- **649 (Child Rearing):** Keep abreast of changing trends and new theories; replace worn standards with new editions.
- **670 (Manufacturing):** Keep books on old clocks, guns, and toys to accommodate collectors.
- **Other 600's (Including Business):** 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. Retain if any of the materials have historical value. One major exception is repair manuals. Automobile repair manuals are retained indefinitely.

700 (The Arts)

- **745 (Decorative Arts):** Retain basic techniques books if well illustrated; replace worn and dated materials. Keep all materials on the history of interior design. Discard general home decorating ideas after 10 years unless the decorating style becomes established as a distinct aspect of American interior design such as Southwestern. Keep stamp and coin catalogues up-to-date. Historical treatments of ancient, foreign, and commemorative coins may be kept indefinitely. Discard titles focused on market valuation five years (5/2/MUSTIE).
- **770 (Photography):** Check closely for outdated techniques and especially outdated equipment.
- **790 (Recreation):** Discard and replace as rules and interests change.
- **Other 700's:** Keep all basic materials, especially histories of art and music. Collections of handsomely illustrated sources on art, music, and other fine arts may be irreplaceable. Sources that are heavily used should be considered for replacement or repair. Materials on certain hobbies may need updating.

800 (Literature): Keep literary criticism and history until superseded by more authoritative works. Collections versus individual works of major and minor poets, novelists, and playwrights may be weighed against needs and use patterns. Keep works by local authors if they circulate within MUSTIE guidelines.

900 (Geography and History)

- **910 (Geography and Travel):** Apply MUSTIE to travel guidebooks and descriptive or scientific geography as well as personal narratives of travel unless of high literary or historical value.
- **Other 900's:** The main factors are demand, accuracy of facts, and fairness of interpretation. Consider discarding personal narratives of wars in favor of broader histories unless the author is a local person, or the book is cited as having outstanding style or insight. Discard dated viewpoints (e.g., McCarthy Era "World Communist Conspiracy" theory of modern history).

Retain older Revolutionary War materials for curriculum projects. The collection should contain a range of materials on all historical periods and examined for coverage. Retain local histories in reference and circulation.

Biography: Unless the person treated is of permanent interest or importance, such as a U.S. President, discard a biography when demand lessens. This rule especially applies to ghost written biographies of faddish celebrities. Biographies of outstanding literary value are kept until worn as long as they circulate.

Fiction: Discard works no longer in demand especially additional copies of past bestsellers. Retain works of durable demand and/or high literary merit and replace worn copies with new editions. Keep award books and those on reading lists but replace when possible with contemporary covers for Juvenile and Young Adult collections. Discard topical fiction on dated subjects. Discard those books with outdated illustrations and story lines. Discard titles that have not circulated in two years.

Picture Books: Should be evaluated on the merit of their stories and illustrations. Discard those with inferior bindings.

Periodicals: Keep indexed titles, taking into consideration shelving and storage space.

Vertical Files: Keep only current information not found in other sources. Date all materials when added.

General Reference Collection

- **Encyclopedias:** New editions should be purchased within 5 years to supersede old editions.
- **Almanacs:** Rarely useful after two years.
- **Dictionaries:** Unabridged dictionaries may be retained indefinitely unless worn or updated with a later edition. Specialized dictionaries e.g. abbreviations, slang and acronyms should be updated regularly. Biographical dictionaries are not discarded unless superseded by a newer edition.
- **Directories:** Normally discarded when newer editions arrive.
- **Atlases:** Usually revised every five years. Geographical atlases are replaced when updated.
- **Handbooks:** Subjects in the humanities (music, art, literature) may be retained indefinitely and/or supplemented by newer texts. Social science reference tools are considered outdated after ten years. Science resources are generally outdated in five years, although texts on botany and natural history may be retained for longer periods.
- **Indexes:** Should be kept as long as the library houses the materials cited.

Nonprint Media (Audiovisual)

Weed the W.O.R.S.T.:

Worn out

Out-of-date

Rarely used

Supplied through ILL

Trivial and faddish

- **Videocassettes and DVDs:** Under the best circumstances a videocassette can only be expected to last between 200 and 250 plays.
- **Compact Disks:** Information-based CDs should be evaluated on: physical condition, currency of information, use and duplication of information in another format.
- **Audio Books:** Items in this format are particularly fragile and easily damaged.

Appendix 5 - Request for Re-evaluation of Library Materials

Name: _____

Address: _____

Telephone: _____

Do you represent yourself or an organization? Self Organization

Org Name: _____

Org Address: _____

Org Telephone: _____

Material / Item in Question

Title: _____

Author: _____

Copyright Date: _____ Publisher: _____

Format of Material: _____

Please respond to the following questions, using the back of the page or additional paper, if necessary.

1) Have you read, viewed, or listened to the material in its entirety? Yes No

2) How was the item brought to your attention? _____

3) For whom do you think this work is intended? _____

4) What concerns do you have about this work? Please cite specific instances. _____

5) What do you see as the theme or purpose of this material? _____

6) To balance the collection, what material do you recommend that the Library purchase that would provide adequate information on the subject? _____

Title: _____

Author: _____

Copyright Date: _____ Publisher: _____

Format of Material: _____

Theme: _____

Signature: _____ Date: _____

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