

	<b>LIBRARY DISTRICT POLICIES AND PROCEDURES</b>		
	Revision Approval:		Date Approved: 12/19/2018
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I. PURPOSE


- A. To establish the principles for selection and retention of library materials.
- B. To establish standards and requirements for the selection of library materials.
- C. To establish a collection that meets the cultural, informational, educational and recreational needs of the citizens of Yavapai County.

II. POLICY

- A. Yavapai County Free Library District branch library personnel is responsible for selecting material based on the following criteria:
  1. Patron interest.
  2. Timeliness.
  3. Budget limitations.
  4. Accuracy of information.
  5. Local Interest.
  6. Positive reviews.
  7. Relevance to the community.
  8. National awards.
- B. All materials shall be approved by the Library District Director or the Director's designee.

III. PROCEDURE

- A. Using current selection tools, including, but not limited to, Baker & Taylor publications, Book Review, Amazon, circulation statistics, and patron requests; library personnel balances the collection in the following categories:
  1. Adult Nonfiction.
  2. Adult Fiction.
  3. Juvenile Nonfiction.
  4. Juvenile Fiction.
  5. Young Adult Nonfiction.

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6. Young Adult Fiction.
7. Non-Print, including, but not limited to:
  - a) Items using CD, DVD, and/or Blu-Ray as a medium.
  - b) Electronic Resources.
  - c) Devices with non-removable media.
- B. Only unabridged materials will be selected.
- C. Collections are constantly updated using the CREW (Continuous Review, Evaluation, and Weeding) Method
- D. Weeding is an ongoing process using the CREW MUSTIE Method:
  1. M = Misleading refers to information that is factually inaccurate due to new discoveries, revisions in thought, or new information that is not accepted by professionals in the field covered by the subject.
  2. U=Ugly, the physical condition of the collection says a lot about the value placed in a collection. The ugly factor includes most of the elements related to the physical condition of the item, including, but not limited to, wear, damage, stains, tears, and dirt that make it less attractive to a library patron.
  3. S=Superseded items are those that sit on the shelf right next to newer editions or newer titles that have updated information.
  4. T=Trivial implies that the material included in the item was popular for a brief period of time, but interest has largely waned.
  5. I=Irrelevant means that the interests and needs of your community may have changed over time.
  6. E=Elsewhere reminds us that no library is an island. It can be difficult to let go of items that are still in good condition even though the information covered is trivial or irrelevant.
  7. Weeded material must be reviewed to see if it should be donated or destroyed. If appropriate for donation, weeded material may be donated to a governmental entity, another library, Friends of the Library non-profit organization, or other non-profit organizations.