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Policy Area:	College of Nursing CNG
References:	
Applicability:	MVHS

## Library and Media Center: Collection Review and Weeding of Materials, CNG-100.31

### PURPOSE

St. Elizabeth College of nursing provides a library and Media Center that possesses and maintains collections sufficient in depth and breadth to support the mission of the college and the nursing curriculum.

### SCOPE

Librarian, Coordinator of Instructional Media, Faculty, Students, College staff

### REFERENCES

Larson, J. (2012). CREW: A weeding manual for modern libraries. Retrieved from <https://www.tsl.texas.gov/LD/PUBS/CREW/INDEX.HTML>

National Commission of New Technological Uses of Copyright Works. (1976). Retrieved from <https://eric.ed.gov/?id=ed160122>

New York State Education Department: Section 52.2. Standards for the registration of undergraduate and graduate curricula. Retrieved from <http://www.highered.nysed.gov/ocue/lrp/rules.htm>

### DEFINITIONS / ABBREVIATIONS

### PROCEDURE / DIRECTIVE

1. Library services are under the management of a professionally trained librarian. Media services are under the management of a professionally trained Coordinator of Instructional Media
2. Library and instructional media services and resources are available for student and faculty use. Resources include books, journals, computers, literature search engines, videos, DVD software and duplicating equipment. Available resources are adequate to meet the needs of the College with a focus on the nursing curriculum.

3. The library and media center is accessible to students and faculty 24 hours per day with the exception of rare instances where the library is reserved to meet specific student needs. Librarian and Coordinator of Instructional Media services are scheduled to meet the needs of the students inclusive of offering weekday, weekend, and evening hours.

4. Students and faculty receive an orientation to the library and Media Center services upon entry into the nursing program. Orientation includes, but is not limited to; library location, books/journals available, computers, computer search engines, and duplicating equipment. The Media Center orientation includes a review of instructional software inventory and the lending procedure. There is also a review of policies for college computer and internet access.

5. Nursing faculty collaborate with the librarian and Coordinator of Instructional Media for acquisition and deletion of resources to ensure current evidence-based materials are available.

- A. Faculty may request books/journals that are available in the library.
- B. Copies of the current texts used in all courses provided by the College will be available in the library.
- C. The Continuous-Review-Evaluation-Weeding (CREW) method of weeding materials is an evidenced-based tool designed for small libraries is used to delete or replace materials. This system minimizes bias and takes the following into consideration: publication date, circulation information, and MUSTIE factors. MUSTIE is an acronym for six negative factors that frequently ruin a book's usefulness and helps to determine if the resource should be deleted from the library resources.
  - M = Misleading (and/or factually inaccurate)
  - U = Ugly (worn and beyond mending or rebinding)
  - S = Superseded (by a new edition or by a much better book on the subject)
  - T = Trivial (of no discernible literary or scientific merit)
  - I = Irrelevant to the needs or interest of the College community
  - E = The material or information may be obtained expeditiously elsewhere through use of another item in the library collection or in electronic format.
- D. The library and instructional media resources will also incorporate the CREW method using the 5 year criteria of MUSTIE (consider if the item was published more than 5 years ago; and if it meets any of the original MUSTIE criteria)
- E. For nursing and health science content, books and instructional media older than 5 years are evaluated for current practice and/or classic status. Obtaining new editions are influenced by current nursing practice since nurses rely on current information any outdated information can be dangerous. In keeping with this, the following is criteria is utilized:
  - 1. The MUSTIE criteria for medicine and health-care recommends that library services should “weed ruthlessly” when it comes to current health-care practice since nurses rely on current information and outdated information can be dangerous. In keeping with this, the following is criteria is utilized:
    - Keep only the current year plus the previous edition (unless no other editions are available)
    - Physician's Desk Reference (PDR) or books relating to medications will only have the newest editions available in the library
    - Books and instructional media focusing on fast changing topics, such as AIDS, fertility, cancer, and genetics are reviewed annually to ensure that the information is up-to-date and accurate

- Anatomy and Physiology based texts do not change as rapidly and will remain longer on the library shelves

F. The purchasing of books/journals and instructional media considers student and faculty need as well as budget implications.

G. Retention of resources greater than 5 years will be subject to its identification as a classic and/or availability of space.

H. Inter-library loan records will be maintained for three years as required by the National Commission of New Technological Uses of Copyrighted Works.

**CONTENT EXPERT(S) / RESEARCHER(S) / CONTRIBUTOR(S):**

This Document Replaces:

NSG-CNG-100.31

**Attachments:**

No Attachments

**Approval Signatures**

Step Description	Approver	Date
Owner	Faculty Organization	6/19/2019

**Applicability**

MVHS

