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Library: Collection Review and Deselection of Materials, CNG-100.31

PURPOSE

To define the process of library resource review to maintain a collection sufficient in depth and breadth to support the mission of the College and the nursing curriculum.

SCOPE

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

REFERENCES

CNG-100.3 Computer and Internet Utilization at the College of Nursing

Doody Enterprises. (2025). Doody's Core Titles. https://digital-law-online.info/CONTU/PDF/index.html

Larson, J. (2012). CREW: A weeding manual for modern libraries. Retrieved from

https://www.tsl.texas.gov/sites/default/files/public/tslac/ld/ld/pubs/crew/crewmethod12.pdf

National Commission of New Technological Uses of Copyright Works (CONTU Guidelines). (1976). Retrieved from

https://eric.ed.gov/?id=ed160122

New York State Education Department: Section 52.2. (2020). Standards for the registration of undergraduate and

graduate curricula. Retrieved from http://www.nysed.gov/college-university-evaluation/education-law-rules-and-regulations

DEFINITIONS / ABBREVIATIONS

MOODLE: Modular Object Oriented Learning Environment (learning platform)

MVHS: Mohawk Valley Heath System

PROCEDURE / DIRECTIVE

1. Library services are under the management of a professionally trained librarian (Director, Library Services MVHS).

2. Library services and resources are available for student and faculty use. Library resources include print books and journals, electronic resources such as databases (e.g. CINAHL Complete). Available resources will be adequate to meet the needs of the College with a focus on the nursing curriculum.

3. The library 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. Librarians are scheduled to meet the needs of the students weekdays and evening hours. They are also available for consultations by email and MOODLE.

4. Students and faculty receive an orientation to the library upon entry into the nursing program. Orientation includes but is not limited to: library location, study rooms, books/journals available, electronic resources (databases), computers, and copier. Librarian hours, contact information will also be shared and training for databases set up if necessary. The Computer and Internet Utilization at the College of Nursing policy will be reviewed.

5. Nursing faculty collaborate with the librarians 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 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 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. In keeping with this, the following is criteria is utilized:.

    1. The MUSTIE criteria for medicine and healthcare recommends that library services should "weed ruthlessly" when it comes to current healthcare practice since nurses rely on current information. 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)

- Drug/medication handbooks or reference books will have the most recent current edition available in the library

- Books and instructional media focusing on fast changing topics, such as HIV/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 considers student and faculty needs 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. Print journal retention will be at the discretion of the librarians. Shared depth of journal collections in certain subject areas, which are needed in the hospital libraries, can be accessed by library staff and provided to faculty and students.

H. Interlibrary 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

Approval Signatures

Step Description	Approver	Date
Owner	Faculty Organization	6/24/2025

Applicability

MVHS