

WESTHAMPTON PUBLIC LIBRARY

Collection Development

The Board of Trustees is responsible for adopting a collection development policy. Responsibility for implementing the policy is delegated to the Library Director, who may in turn delegate portions of that responsibility to staff. Collection development decisions are made on the basis of staff judgment and expertise, and by evaluating reviews in library journals and other commonly accepted library selection tools. Factors used in making decisions include:

- popular demand
- community needs and interests as determined by library use
- current interest and usefulness
- physical characteristics, quality of item and its appropriateness for the library's patrons
- availability through other sources, particularly C/WMARS.

Weeding the Collection:

In order to maintain a collection which is current, reliable, in good condition, well used, and which relates to the needs and interests of the residents of Westhampton, materials are withdrawn on a systematic and continuing basis. CREW : A Weeding Manual for Modern Libraries will be used as guidance to cull materials that are dated, inaccurate, seldom used, in poor condition, or otherwise no longer appropriate. Materials withdrawn from Westhampton Public Library will be disposed of in a manner consistent with their quality and condition.

Donation of materials are subject to the same selection standards as materials purchased by the library. Donated materials may be added to the collection or discarded, at the sole discretion of the Westhampton Public Library. The library does not provide evaluation of gifts for tax deduction or other purposes.

Collection Development for Children and Young Adults:

The collection is carefully chosen for children of all ages and abilities, with the emphasis on materials which entertain, stimulate the imagination, develop reading ability and enable children to learn about the world around them. Materials are purchased in print and non-print formats including, but not limited to, books, magazines, videos, audio books, and CDs. The library will not attempt to furnish materials needed for formal courses of study offered by public or private schools.

A collection of materials is specifically selected for young adults. Materials are selected as a bridge to the adult collection. Novels and recreational materials are selected because of their appeal to this age group. Children and young adults are not limited to the special collections selected for them. They are encouraged to make full use of the entire collection to the extent that their interests and capabilities allow.

Use of Materials:

Responsibility for the use of materials by children and young adults rests with their parents or guardians. The selection of material for the adult collection and access to it is not restricted by the fact that children may obtain materials their parents consider objectionable.