

## Collection Development Policy for Elizabeth B Pert Library Hector, NY

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### Policy Statement

The Elizabeth B Pert Library is committed to providing a diverse, balanced, and high-quality collection that meets the informational, educational, and recreational needs of the community. The library strives to offer resources that support lifelong learning, foster intellectual freedom, and encourage personal enrichment for patrons of all ages and backgrounds.

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### Regulation

1. **Selection Criteria:**

Library materials will be selected based on the following criteria: relevance to the community's needs, accuracy, authority of the source, quality of content, diversity of viewpoints, format, and durability. The library will prioritize resources that are current, authoritative, and relevant to the community's interests and educational requirements.

2. **Diversity and Inclusion:**

The library's collection will reflect the diversity of its community, ensuring access to materials representing a wide range of perspectives, cultures, and viewpoints. It will seek to include materials that reflect various socioeconomic, racial, and cultural backgrounds, as well as materials that address issues related to diversity and inclusion.

3. **Collection Maintenance:**

The library will regularly assess and evaluate its collection to ensure that materials are accurate, relevant, and in good physical condition. Outdated, damaged, or irrelevant materials will be withdrawn, and the collection will be updated with new materials to keep pace with changing community needs.

4. **Budget and Resource Allocation:**

The library's collection development will be aligned with the available budget, which will be allocated fairly across all formats, subjects, and age groups, ensuring a well-rounded and sustainable collection.

5. **Gift and Donation Policy:**

The library will accept donations of materials that meet the same criteria as purchased materials. All donations will be evaluated for inclusion in the collection based on relevance and condition. Materials that do not meet the library's selection criteria may be sold, given to other organizations, or discarded.

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### Procedure

1. **Material Selection Process:**

(1) The library director, trustees, and designated staff will monitor community needs, current trends, and patron requests to determine areas of focus for collection

development.

(2) Library staff will use reputable sources, such as reviews, bibliographies, and professional publications, to select materials for purchase.

(3) Staff members will make recommendations for new acquisitions and replacements, which will be reviewed by the library director or selection committee.

(4) Materials will be selected in various formats, including print, audio, digital, and multimedia, to meet diverse patron preferences.

2. **Weeding and Discarding Process:**

(1) Materials that are damaged, outdated, or no longer used will be removed from the collection on a regular basis.

(2) The library director and staff will develop a schedule for evaluating and weeding the collection to ensure that it remains current, functional, and relevant. Preferably every five (5) years.

(3) The staff will consult resources such as circulation data, subject relevance, and condition reports when making decisions about weeding materials.

(4) Withdrawn materials will be offered for donation, sale, or discarded, depending on condition and demand.

3. **Handling Donations:**

(1) Patrons wishing to donate materials must contact the library director or designated staff, who will review the materials based on the collection's needs.

(2) Donated materials that do not align with the collection development criteria will be returned to the donor or disposed of according to library policy.

(3) If accepted, donated materials will be integrated into the collection if they meet the library's selection criteria. Donors will not receive preferential treatment regarding the placement of their items in the collection.

4. **Budget and Planning:**

(1) The library director will work with the governing board to establish an annual budget for collection development.

(2) Library staff will monitor the collection budget to ensure that funds are allocated efficiently, and adjustments will be made as needed to support emerging priorities or community needs.

(3) The library will review trends in publishing, patron needs, and technological advancements to ensure its collection is responsive to the community's evolving demands.

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## Guideline

1. The library should prioritize materials that support curriculum needs, local history, and community interest areas in alignment with its mission to serve a diverse population.
2. Staff should engage with patrons through surveys, feedback forms, and casual interactions to gauge the needs and preferences of the community in order to enhance the collection.
3. The library should consider both print and digital resources as part of a comprehensive collection strategy, providing flexible access to materials across different formats.

4. Library staff should regularly review emerging trends in the publishing industry and new media formats, such as e-books, audiobooks, and online databases, to ensure the collection remains relevant and technologically up-to-date.

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This policy ensures that the Elizabeth B Pert Library maintains a vibrant, well-rounded collection that serves the diverse needs of its community while promoting intellectual freedom and lifelong learning.