

GROTON PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY

General Objective:

The objective of the Groton Public Library is to provide book and material selection to fulfill our roles as: a learning center for adult independent learners, a discovery and learning center for preschool children, an educational support center for students of all ages, and a popular materials center.

In selecting materials, the Library will adhere to the American Library Association's LIBRARY BILL OF RIGHTS which is appended to this document.

Responsibility for Materials Selection:

The responsibility for the *collection* rests with the Library Board. The responsibility for *selection of materials* rests with the Library Executive.

Criteria for Selection:

Selection of all materials shall be influenced by one or more of the following considerations:

1. Relevance to patron interests, needs, and demand.
2. Relation of material to existing collection.
3. Reviews in media and opinions of experts in the field.
4. Timelines and popularity of the subject.
5. Budgetary considerations (library funds and grant sources).
6. Physical limitations of the building.
7. Quality of content.
8. Physical nature of the material (binding, format, etc.).
9. Availability of materials at other libraries in the Finger Lakes Library System and through interlibrary loan channels.
10. No library materials shall be excluded based on expressions of race, religion, nationality, or political or social views.

Maintenance of Collection:

A continuous, consistent weeding program is necessary to achieve a collection suitable to the clientele served. The process shall include removal of multiple copies no longer in demand and any library material that is damaged or outdated. Evaluating and Weeding Collections in Small and Medium-sized Public Libraries- The CREW Method will be consulted.

This process CREW (Continuous Review, Evaluation, and Weeding), uses the following criteria to evaluate a title's current usefulness to the materials collection:

M = Misleading (and/or factually inaccurate)

U = Ugly (worn and beyond mending or rebinding)

S = Superseded by a truly new edition or by a more relevant book on the subject

T = Trivial (of no discernible literary or scientific merit)

Y = Your collection has no use for this book (i.e. irrelevant to the needs interests of the community)

Date of publication, last date circulated, and average number of circulations per year are useful indicators of the above factors.

The Library will dispose of the discarded materials in various appropriate ways.

Approved by the Groton Public Library Board of Trustees on: 2/11/2014