

THE PLAINEDGE PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY

Philosophy And Scope Of The Collection

The Plainedge Public Library collects materials, in a variety of formats, which support its function as an information hub and community center. The collection also serves the popular and recreational needs of the Plainedge community, and reflects the racial, ethnic and cultural diversity of the community.

Customer use is the most powerful influence on the Library's collection. Circulation, customer purchase requests and hold levels are all closely monitored, triggering the purchase of new items and additional copies of high demand items. In addition to customer demand, selections are made to provide depth and diversity of viewpoints to the existing collection.

Inherent in the collection development philosophy is an appreciation for each patron of The Plainedge Public Library. The Library provides materials to support each individual's needs, and does not place a value on one customer's needs or preferences over another's. The Library upholds the right of the individual to access information, even though the content may be controversial, unorthodox or unacceptable to others.

Materials for children and teenagers are intended to broaden their vision, support recreational reading, encourage and facilitate reading skills, supplement their educational needs, stimulate and widen their interests, lead to recognition and appreciation of literature and reflect the diversity of the community. The reading and viewing activity of children is ultimately the responsibility of parents, who guide and oversee their own children's development. The Plainedge Public Library does not intrude on that relationship.

Purpose of Collection Development Policy

The Collection Development Policy is one of the Library's fundamental policy documents. It outlines the philosophies that create and shape this Library's unique collection, the practices that maintain it over time and the guidelines that help the collection respond to community needs while protecting the collection from societal and political pressures. The Collection Development Policy ensures that over time, The Plainedge Public Library's collection will remain on course, reflecting the needs of the Plainedge community, while creating unique experiences of meaning and inspiration for the individual patron.

Selection Criteria

Librarians use their training, knowledge and expertise along with the following general criteria to select materials for the collection:

- Relevance to interests and needs of the community
- Extent of publicity, critical review and current or anticipated demand

- Current or historical significance of the author or subject
- Local significance of the author or subject
- Relevance to the existing collection's strengths and weaknesses
- Reputation and qualifications of the author, publisher or producer, with preference generally given to titles vetted in the editing and publishing industry
- Suitability of format to Library circulation and use, especially if available online (databases and eBook collection)
- Date of publication
- Price, availability and Library materials budget

Patron Recommendations

Patrons may request items the Library does not own. Each request is reviewed for inclusion in the collection or for loan through Interlibrary Loan. The Head of Reference can determine the best method for delivery of materials using the selection criteria.

Requests for Reconsideration

The Plainedge Public Library selects material using established criteria and full consideration of the varying age groups and backgrounds of customers.

Collection Management

Philosophy of Collection Management

The Library's collection is a living, changing entity. As items are added, others are reviewed for their ongoing value and sometimes withdrawn from the collection. Great care is taken to retain or replace items that have enduring value to the community. Decisions are influenced by patterns of use, the capacity of each location and the holdings of other libraries that may specialize in a given subject matter. Staff review the collection regularly to maintain its vitality and usefulness to the community.

Responsibility for Collection Management

The final authority for the Library collection rests with the Library's Director, along with the Head of Reference. Implementation of collection development policy and management of the collection is assigned to Library staff. The Plainedge Public Library disposes of materials that have been withdrawn according to the criteria for weeding and withdrawal outlined below.

Criteria for Weeding and Withdrawal

The following criteria are used in selecting materials for withdrawal:

- Damage or poor condition
- Number of copies in the collection
- Relevance to the needs and interest of the community
- Current demand and frequency of use
- Accuracy and timeliness
- Local interest
- Availability elsewhere including other libraries and online (databases and eBook collection)
- Deemed to be of an enduring nature
- Items that have local historical significance or value

The Library retains the right to carry out the withdrawal of materials in the manner most advantageous to the Library.