

WOODBURY PUBLIC LIBRARY POLICY/PROCEDURES MANUAL

COLLECTION DEVELOPMENT POLICY

Mission of the Library

The mission of the Woodbury Public Library is to strengthen and empower the community by using multiple media and technologies to provide information, services, and programs that educate, inspire, entertain and advance understanding and quality of life for all ages.

Collection

The collection is defined in broad terms as all materials that are offered both physically (print/non-print) and virtually (online) by the Library for the use of the community. The provisions of this Collection Policy will be construed and enforced by the Library Director at her sole discretion.

Collection Policy

All gifts (tangible or intangible) donated to the library should be viewed as an addition or supplement to, not a reduction of, the operating budget of the library.

Intellectual Freedom

As a basis for formulating this policy, the Library Board has reviewed and endorses the "Library Bill of Rights," "The Freedom to Read" and "Freedom to View" statements of the American Library Association and "The Public Library: Democracy's Resource."

General Criteria for Materials Selection

The criteria for the selection of materials should provide an objective and rational basis for building the library collection. The process involves knowledge of community needs and interests. Knowledge of subject areas and familiarity with materials in the collection are also required.

Furthermore as libraries try to settle into the constantly changing rhythms of the 21stc that include greater financial constraints, more technologically adept patrons, and unlimited sources of information, we recognize that physical collections will gradually become a smaller element in the larger world of library materials (virtual and physical).

In terms of material additions to the collection: relevance, authority, format, cost and literary excellence are considered in relation to use. The Director makes the final decisions free of censorship based on:

- Reviews that evaluate merit and authenticity in the subject area.
- Patron requests: Patrons are free to make requests but it may be possible that the library cannot accommodate all based on budget constraints. The library cannot purchase all materials requested, but its resources can be extended by use of interlibrary loan and cooperation with other libraries and information sources.
- Demonstrated usage.

Special Needs

The library welcomes suggestions from local organizations that have special interests. The Library Director, or other assigned staff, will work with representatives of the local groups to find materials at a reduced cost.

The library acquires materials in a wide variety of formats (e.g., print, audio, video, electronic, realia) that best meet service goals, space, staff time, equipment and budget of the library. Textbooks are generally not purchased except when they are the best source of information on a topic. Designated or assigned textbooks will not be purchased to support a specific curriculum.

Americans With Disabilities Act (ADA)

In response to the Americans With Disabilities Act the library provides such materials as: Large Print books, sound recordings, ADA compliant work stations, and a low-vision viewer that enables individuals with disabilities to utilize its facilities and resources.

WPL Board of Trustees

Adopted: 1999

Updated: 08/04/2009

Revised/Approved: 03/22/2016