

TABLE OF CONTENTS

General Collection Development Guidelines	2
Scope of the Collection	2
Selection Guidelines	3
Format Considerations	3
Books	3
Journals and Other Recurring Publications	4
Media Materials	4
Reference Materials	4
Collections Budget Considerations	4
Responsibility for Collection Development	4
Gift/Donated Materials Policy	4
Deselection (Deaccession) Policy	4

Elting Memorial Library will be the welcoming heart of our community, where all can discover, create, and connect; Will provide services and programs accessible to all; Will encourage curiosity, a love of reading, and the pursuit of knowledge; Will pursue and promote sustainability in the use of resources in our facility as well as through programs and collections; Will seek partnerships that support library values and goals, and Will create and maintain an environment of diversity, inclusion and respect. — *Library Vision Statement*

The Library will ensure all patrons will have equal access to all information resources that are provided directly or indirectly by the library, regardless of technology, format, or methods of delivery.
— *Elting Library Values*

Learn more: <https://www.eltinglibrary.org/board>

General Collection Development Guidelines

In order to provide guidance to librarians and to inform the public about the principles upon which purchased materials and services are selected, the following is stipulated:

Definitions: The word “materials” has the widest possible meaning. It may include, but is not limited to, print/digital books, pamphlets, maps, Library of Things items, magazines and journals, newspapers, manuscripts, films, sound recording, videos, and digital information owned or accessed by the Elting Memorial Library, including those online.

Scope of the Collection

The purpose of this policy is to state clearly the principles and guidelines which govern the selection, acquisition, and licensing of library resources. Such a policy encourages consistency among those responsible for developing and maintaining a balanced collection and communicates these principles to the patrons.

The Haviland-Heidgerd Historical Collection (HHHC), the non-circulating local history research section of the Elting Memorial Library, is a repository for primary source material and published works relating to the Hudson Valley. The HHHC’s Collection Development Policies differ from that of the circulating library. These policies can be found on the HHHC webpage: <https://www.eltinglibrary.org/policiesprocedures>

As any public library, the Elting Memorial Library places major emphasis on access to information. This includes a reference collection that supports an in-depth reference service. A broad choice of circulating print and non-print materials is selected to accommodate the diversity of tastes, reading levels, reading preferences, languages, and interests of users of all ages.

Selection Guidelines

Criteria for Selection: These basic principles are applied as guidelines for selection:

1. support of Board of Trustee Long Range Plan, goals, and policies
2. authority and competency of the author, composer, filmmaker, etc.
3. comprehensiveness in breadth and scope
4. sincerity and fundamental objectivity
5. clarity and accuracy of presentation
6. appropriateness to the interests and skills of library users
7. relation to existing collection or community
8. relative importance in comparison with other materials on the subject
9. importance as a record of the time
10. online or remote access
11. free or paid subscriptions
12. educational, recreational or cultural databases/online resources

Format Considerations

Books

If physical copies are worn and the library has the same title in ebook form, these copies will be candidates for withdrawal. Additionally, for new acquisitions, the ebook format is starting to overtake print in many areas. Thus, even though ebooks are not visible on the shelves, many subject areas of the libraries are covered by this format. The library director will work with relevant employees to determine the need to retain print copies in addition to electronic versions.

Journals and Other Recurring Publications

Although electronic access is the preferred format for serials, journals, and newspapers, the library still houses many titles in print and microform formats.

Media Materials

Media formats may be weeded based on any of the criteria listed in the previous section of these guidelines.

Reference Materials

Reference materials may be weeded based on any of the criteria listed in the previous section of these guidelines. Print materials may be weeded based on their availability online.

Collections Budget Considerations

Money for acquisitions is shared by the library departments (adult, teen, children). The general acquisition budget is set by the Board of Trustees at their January meeting. Funding may use to obtain books or other materials for the library's collections.

Responsibility for Collection Development

Responsibility for Materials Selection:

The ultimate responsibility for selection rests with the Library Director who operates within the framework of the policies approved by the Board of Trustees. The Library Director may authorize other staff to apply this policy in building the collection.

Gift/Donated Materials Policy

The Library District accepts gifts of materials, but reserves the right to evaluate them and to dispose of them in accordance with established policy.

Deselection (Deaccession) Policy

Weeding: Final responsibility for weeding materials from the library's collection rests with the Library Director. Individuals who participate in the weeding process include the Library Director, and other library personnel as selected by the Library Director.

Criteria for Weeding

Library materials of all types may be candidates for weeding based on the following criteria:

- **Currency:** The content of library materials should be accurate and up to date. Materials that are superseded by newer, revised, or updated editions may be weeded. Consideration for the budget taken with each deselection.
- **Usage:** Low or no usage may be a factor in weeding decisions. Library personnel may consult circulation statistics or other reports to determine viable candidates for weeding.
- **Physical Condition:** Materials that are badly deteriorated or damaged and beyond reasonable preservation will be weeded. Consideration for replacement will be made on a case-by-case basis and budget limitations.
- **Duplicates:** Due to space limitations, the library may weed duplicate copies of library materials. Library staff will take into consideration the need to have more than one copy of a title on hand, especially for materials that are heavily used or are a part of a community-wide program.
- **Completeness:** Materials that are part of a multi-volume set of which the library does not have all volumes may be weeded.
- **Uniqueness:** The library will not weed materials that are considered unique and valuable to the collection.
- **Format Obsolescence:** Materials in obsolete formats may be weeded if the content is available elsewhere or if the material is in poor condition.

Approved: December 9, 2021