



## CURATING MATERIALS POLICY

### Development, Maintenance and Discarding of Collection

#### **Mission Statement**

The mission of the Westbury Memorial Public Library is to provide excellent, proactive service to fulfill the informational, educational and recreational needs of the community.

The Library will celebrate the joy of learning, reading, the arts, local culture and history; create a comfortable, welcoming atmosphere that supports intellectual freedom; sustain a future-focus in response to technological change.

The collection development policy supports the library's mission. The policy supports the American Library Association Bill of Rights and Freedom to Read Statement.

#### **Population Served**

The service area of the Library encompasses those who live within the boundaries of the Westbury Union Free School District and the Carle Place Library District. There Library primarily services in these two Districts.

Carle Place Library District residents are entitled to services through a contract that has been renegotiated every five years with the Westbury Library Board of Trustees. The contract entitles Carle Place residents to services equal to The Westbury Union Free School District residents. The current contract expires on June 30, 2025.

Users from other communities in Nassau County may use the collections through interlibrary loan and by visiting the Library.

#### **Purpose and Philosophy of Collection**

In response to the needs and interests of a diverse community, the Library strives to provide a broad array of resources for lifelong learning, personal development and entertainment. User interests are the most powerful influence on the development and maintenance of the Library's collection.

Materials for children and teens are intended to stimulate and broaden interests, support recreational reading, encourage and facilitate reading skills and supplement educational needs. Youth services librarians strive to create and market a collection that will develop a lifelong reading habit and a love of literature. Librarians are available to guide interests and make suggestions but what children view and read is ultimately the responsibility of parents who oversee their development.

### **Criteria for Selecting Materials**

- Relevance of interest and needs of the community
- Critical review, extent of publicity and expected demand
- Relevance to the current collection's strengths and weaknesses
- Current or historical significance of an author or subject
- Local significance of an author or subject
- Support for curriculum in Westbury and Carle Place School Districts and other local schools
- Price, availability and material's budget

### **Selection Process**

Librarians use professional review sources such as *Library Journal*, *Kirkus Reviews* and vendor Midwest Tape to select items that are positively reviewed by their peers or of interest to local users. Librarians select materials that are referenced in popular publications and websites such as the *New York Times Book Review* and other media and retail sources like Amazon.com. Multiple copies of very popular authors are ordered automatically through vendors. Librarians regularly monitor patron requests and reserves to supplement materials that may have been missed.

Heads of departments oversee collection development, but the responsibility for selection ultimately rests with the library director who operates within the framework of policies determined by the Board of Trustees.

### **Interlibrary Loan**

Within the framework of the budget, physical space and the limitless interests of the people served by the Library, it is not possible to own every item that may be requested by a Library patron. Interlibrary Loan services are available to provide patrons with materials from other libraries, which ultimately serves to expand and enhance collection services to the community. Within this agreement materials from other libraries in Nassau County are generally made available for our patrons within two to three days from the date of reserve but may take up to a week. Specialized materials from nonlocal libraries are also available to our patrons generally take up to a week to be available. Within this agreement the Westbury Memorial Public Library, in turn, lends/loans out items from within its' catalogues to these other libraries as well.

### **Suggestions for Additions to the Collection**

To assure the acquisition of resources desired by Library patrons, their suggestions are always welcomed. Patrons may request an item through the Library website, the suggestion box or by speaking to a librarian in person or by phone.



### **Duplication of Material**

Multiple copies of popular materials are purchased as evidenced by the number of reserves, anticipated popularity, repeat requests and monitoring of the collection. For popular titles, the Library maintains a ratio of one copy for every six reserves.

### **Collection Maintenance**

Librarians regularly review items in the collection to ensure they continue to meet patron's needs. Materials may be withdrawn from the library's collection after a consideration of a number of factors including, but not limited to: when they no longer circulate, have dated information, are physically worn or damaged or are duplicates. It is the responsibility of librarians to replace materials that are still needed but have been damaged or lost. Decisions to replace items are based on need for the collection and budget. Discarded books will be disposed of in the following manner; by sale in the library's book sale, donated to organizations in the community, or shipped to Better World Books for sale.

### **Government Documents**

The Library is a depository for New York State Department of Environmental Conservation and documents from the New Cassel Industrial Area Off-sight Groundwater Project.

### **Gifts**

The Library accepts gifts of new or gently-used books, DVD's or CD's which will be sold to provide additional funding for the Library.