



Webster Plaza 📖 980 Ridge Rd. Webster, NY 14580 📞 585-872-7075 🌐 [www.websterlibrary.org](http://www.websterlibrary.org)

## Collection Development Policy

### Selection of Material

#### Scope

The library aims to achieve its stated objectives through a carefully selected collection of print and non-print materials. The library strives to reflect the diverse backgrounds and interests of the community within limits of budget and space. The library does not promote particular beliefs or views; rather it attempts to provide a balanced representation of many viewpoints.

Selection will be influenced by both expressed and anticipated need. Selection of materials will be determined by usefulness and will not be limited by format.

#### Responsibility

Responsibility for the selection of library materials rests with the director, who is accountable to the board. Actual selection will be delegated by the director to staff members.

#### Criteria

Selectors will consider quality, balance, demand, suitability for age level, durability, and cost when adding and weeding materials from collections.

#### Quality

We consider materials' literary and educational merit, date of publication, accuracy, and effectiveness of presentation. We will compare materials with other published materials of the same subject through their own examination as well as guidance from reviews, awards, and recommended reading lists from established sources. We will consider the works as a whole and not on the basis of individual words, phrases, or episodes.

#### Balance

We strive to make sure all sides of an issue are represented within budget limitations and availability of materials. No material will be excluded because of the author's race, gender, nationality, political views, social views, or personal beliefs.

#### Demand

We consider expressed interest by the community while remaining consistent with budget restrictions and collection balance.

**Suitability for age level**

Age level specialists will consider the suitability of materials for the children's (birth-grade 5), young adult (grade 6-12), and adult collections. However, any patron (valid card holder) may access and/or borrow from the entire collection. The library will not act in the role of censor for any age level, material type, or subject matter.

**Durability and cost**

The quality of technical production and cost will be considered.

**Formats**

The library collects books, ebooks, music CDs, films, TV series, audio books, and video games. Formats will be added as technology, need, demand, and budget permit.

**Gifts**

The library actively encourages donations and memorial gifts from the community. However, the same criteria used in the purchase of material, applies also to gifts. The library reserves the right to dispose of or refuse gifts in accordance with established procedures.

**Weeding**

To maintain the quality and usefulness of library materials, the staff will systematically evaluate the existing collection, discarding outdated and worn-out items. The material will be disposed of in accordance with established library procedures.

**Request for Reconsideration**

Though the library purposely selects materials for diversified readership, patrons have a right to address their concerns to the library board in accordance with the established library procedures. Please see attached Library Material Comment Form.

**The Board of Trustees supports the American Library Association Library Bill of Rights**

(<http://www.ala.org/advocacy/intfreedom/librarybill>),

**Freedom to Read Statement**

(<http://www.ala.org/advocacy/intfreedom/freedomreadstatement>),

**Freedom to View Statement**

(<http://www.ala.org/rt/vrt/professionalresources/vrtresources/freedomtoview>)



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## LIBRARY MATERIAL COMMENT FORM

Title: \_\_\_\_\_

Author (if applicable): \_\_\_\_\_

Item Barcode Number: 39077 \_\_\_\_\_

Format:

Age Level:

- Book
- DVD
- CD
- Magazine
- Video Game

- Adult
- Teen
- Child
- All

Other \_\_\_\_\_

Please state the nature of your concern in detail (specific page numbers, scenes, etc.) and the action you recommend. Feel free to attach reviews or supporting materials.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Staff Member's Signature: \_\_\_\_\_