



## Warner Library Collection Development Policy

The Warner Library in keeping with its mission to be a center for lifelong learning provides an up-to-date collection of print, audiovisual and digital materials that are carefully selected, systematically arranged and vigorously promoted. These materials offer education, entertainment and enrichment.

The Library creates its collection in partnership with the community it serves, the villages of Tarrytown and Sleepy Hollow, seeking input and recommendations on the content we should acquire. We closely monitor demand and how our collections are used and respond accordingly to best meet the needs of our patrons.

### Scope of Collection

The collection serves local residents from infancy through adulthood.

The Children's Collection serves children through sixth grade, as well as parents, caregivers, teachers and professionals involved in service to children.

The Young Adult Collection, focuses on the informational and recreational needs of adolescents (12-18); additional materials for young adults can be found throughout the entire adult collection.

The Adult Collection serves adults of all ages and includes a range of materials: books in print and digital formats, DVDs, CDs, streamed and downloaded materials. Non-fiction is typically acquired at an introductory through community college level.

The library has a local history collection focused on historical events, cultural institutions, biographical information of citizens that have contributed to the community as well as the growth and development of the villages of Sleepy Hollow and Tarrytown.

We currently provide materials in the following formats: periodicals, print books (paperback and hardcover), electronic books, books on CD, preloaded audiobooks, e audio books, graphic novels, large print, DVDs, Blu Ray DVDs, Music CDs, and downloadable music as well as a vertical file and local history collection.

A Spanish Language collection is maintained in print, CD Audio, preloaded audiobooks, music CD and DVDs.

### **Criteria for selection**

Demand

Requests by Warner Library Card holders

Accuracy, clarity, currency and comprehensiveness

Artistic or Literary Merit

Award Recipients

Curricular enrichment

Reputation or qualifications of author or producer

Local interest in subject or author

Sleepy Hollow, Tarrytown or Westchester history

Scarcity of library material on the subject

*Adopted 11/16/2015 Library Board*

The library uses several journals as a source of professional reviews of books and audiovisual material:

Booklist

Kirkus Reviews Online

Library Journal

School Library Journal

New York Times Book Review

In creating its collection, Warner is guided by three documents adopted by the American Library Association: The Library Bill of Rights ([www.ala.org/advocacy/intfreedom/librarybill](http://www.ala.org/advocacy/intfreedom/librarybill)), the Freedom to Read Statement ([www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement](http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement)) and the Freedom to View Statement ([www.ala.org/vrt/professionalresources/vrtresources/freedomtoview](http://www.ala.org/vrt/professionalresources/vrtresources/freedomtoview)).

### **Westchester Library System Participation/ILL**

Warner Library is a member of the Westchester Library System (WLS), a consortium of 38 member libraries. The holdings of all participating libraries are in one catalog and available for borrowing by Warner Library patrons. The holdings of member libraries may influence the decision to purchase certain materials. WLS may order books unavailable in member libraries through a nationwide interlibrary loan system. Fees may apply to out of system loans.

### **Collection Evaluation and Maintenance**

Once materials have been added to the library's collection, they are managed through an assessment and evaluation process to ensure that they are up to date, balanced, attractive and that space limitations are properly managed. Items are identified for replacement, retention or de-selection. Library staff use professional judgement and independent measures (e.g. circulation reports) to decide which items to retain, replace, repair or de-select.

De-selection (removing items from the collection) is an integral part of collection development. De-selected items will, at the Library's discretion, be donated to the Friends of the Warner Library for book sales or recycled. The library retains those materials that continue to have an enduring or permanent significance to its mission.

General criteria for retaining, replacing, repairing or de-selecting include:

Usage

Historical significance, interest or value

Physical condition

Cost to repair item relative to its value

Relative usefulness of item

Space considerations

Superseded, inaccurate or out-of-date content

**WL Collection Development Policy**

*Adopted 11/16/2015 Library Board*