

Collection Development Policies

Acquisitions

The Cutchogue New Suffolk Free Library provides a collection in support of the Library's mission to inspire lifelong learning, advance knowledge, and strengthen the communities of Cutchogue and New Suffolk. The growth and development of the collection is guided by the following principles.

The collection will:

- meet the information needs of the community
- be well-balanced and wide-ranging
- reflect a variety of opinions (minority and majority) on a subject
- support business, cultural, recreational and civic activities of the community
- offer new and differing areas of interest and concern
- enhance job-related knowledge and skills
- increase knowledge of and participation in the affairs of the community, the state, the country and the world.

The authority and responsibility for the selection of Library materials is delegated to the Director and, under her/his direction, to the heads of collections, qualified for this activity by reason of education, experience, and knowledge.

Selections often rely on tools such as: the *Public Library Catalogue*, *Library Journal*, *Kirkus*, *Booklist*, *New York Times Book Review*, *Novelist*, and other current online and print sources. Suggestions from readers are welcome and are given serious consideration. Holdings and availability of other area library resources are pertinent to purchasing decisions.

Materials are evaluated on the basis of the work as a whole, and not on a particular passage or passages. The Library upholds the right of every individual to access information, even though the content may be controversial or unacceptable to others. Accuracy and authoritativeness of content is considered and relevant.

Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to the existing collection's strengths and weaknesses and the ability of the work to serve the interests of the community. Library materials will not be marked to show approval or disapproval of the contents, and no item will be sequestered except for the express purpose of protecting it from injury or theft.

Responsibility for materials chosen by children and adolescents rests with their parents or legal guardians. Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of children.

Discarding of Materials

The authority and responsibility for the discarding of Library materials is delegated to the Director and, under her/his direction, to the heads of collections. In order to keep the Library's collection viable, it has been established that the following criteria are to be considered during the weeding and discarding process: physical condition of the material, unnecessary duplication, outdated material, and lack of demand by the public.