

## **Selection of Materials Policy**

The East Hampton Library provides materials and services to support the informational and educational needs of the residents of the library district. The primary functional roles that support this mission are: 1.) Popular Materials Library and 2.) Preschoolers Door to Learning. Secondary roles are: 1.) Independent Learning Center and 2.) Community Information Center. These roles will be considered in the development of the collection and will receive priority in the allocation of resources and funds.

Selection and purchase of library materials rests with the library director who may delegate some responsibilities to other staff members. Staff will adhere to accepted professional practices when making selection decisions. First, the recreational, educational and informational needs of the community will be considered in selecting materials.

Before the beginning of each budget year, the directory will determine what limited funds will be allocated among the major collection subdivisions (e.g. adult non-fiction, fiction, youth collection, reference, periodicals, non-print). Circulation statistics and counts of in-house use of materials will be maintained to assist in decision making.

Materials will be selected based on positive reviews in professional journals or actual examination and evaluation of materials. Instead of reviews, popular demand (best sellers, school bibliographies, local interest) may be used as the criterion for selection of materials. Items that must be updated every year may be placed on a standing order list to ensure timely delivery. Suggestions from the community for items to be considered for purchase are strongly encouraged, but materials must meet selection criteria.

The East Hampton Library does not attempt to acquire textbooks that support local curricula. Multiple copies of popular books (e.g. best sellers, resume guides, etc.) may be purchased to meet demand. Paperback books will be purchased when available to meet short-term demand. The library will attempt to have information available in a variety of formats (book, non-book, pamphlet, magazine, etc.) when available and practical. Video and audio recordings will be selected for potential long-term use to meet general interests. Regardless of an item's popularity, the library may choose not to select it because its format is not durable enough to withstand reasonable library use, or it would require excessive staff time to maintain.

Objections to items in the collection should be made in writing to the library director. Materials that no longer meet the needs of the community and no longer support the library's collection will be withdrawn and disposed of in accordance with the library's "De-selection of Materials" Policy.