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Collection Development Policy

Mission: Long Beach Public Library is a gateway to endless possibilities. We foster a love of reading and lifelong learning, cultivate community connections and growth, and provide access to creative and cultural opportunities.

The purpose of the Collection Development Policy is to outline the processes and principles that structure the Long Beach Public Library's collection. This Collection Development policy supports and guides the selection, weeding, and reconsideration of Library resources. The Collection Development policy supports the Library in its mission and defines the purpose and objectives of the Library's collections. The policy sets the guidelines that help the collection respond to community needs.

Philosophy and Scope of Collection

The Library's collections focus on popular and educational materials that help foster a love of reading and lifelong learning. The Library collects materials in a variety of formats, including, when appropriate:

- Print – such as hardcovers, paperbacks, large type books, magazines and newspaper
- Non-print – such as audio and visual items
- Digital resources – such as eBooks, eAudiobooks, online learning tools, research databases, and digital recordings and images
- Equipment – such as new technology and specialized hardware

Widespread interest and usage are the most powerful influence on the Library's collection. Widespread interest is determined through a variety of methods including bestseller lists, reviews, coverage in various media outlets, and the number of holds placed on items by Library patrons. Usage is determined by circulation statistics, i.e. how many times an item has circulated within a given period of time. The Library strives to collect materials that provide opportunities for lifelong learning and that reflect the diversity of our community.

Budget and space limitations, as well as local needs and interests, preclude the Library from duplicating the specialized and comprehensive collections that exist in academic and specialized libraries. Access to these collections is provided through cooperative networking, interlibrary loan, and direct referral.

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Selections are also made to provide diversity and/or depth of viewpoints to the existing collection. Long Beach Public Library supports the right of the individual to access information, even though the content may be controversial, unorthodox or unacceptable to others. The reading and viewing activity of children is ultimately the responsibility of parents, who guide and oversee their own children's development. The Long Beach Public Library does not intrude on that relationship. Materials for children and teenagers are intended to broaden their vision, support recreational reading, encourage and facilitate reading skills, supplement their educational needs, inspire and widen their interests, lead to recognition and appreciation of literature and reflect the diversity of the community and our world.

Selection Criteria

The Library Director has the responsibility and the ultimate power to determine the selection of Library materials. Under their direction, selection is delegated to professional Library staff. Librarians use their education, experience, training, and resources along with the general standards to select materials for the collection. All staff members and the general public are encouraged to recommend materials for consideration. Selection presumes liberty of thought and intellectual freedom within the bounds of reason and law. Materials will be selected based upon their value as a whole.

All materials, whether purchased or donated, are considered in terms of the general standards listed below. An item need not meet all of these standards in order to be added to the collection.

- Relevance to interests and needs of the community
- Extent of publicity, critical review and current or anticipated demand
- Suitability of format to Library circulation and use
- Date of publication
- Price, availability and Library materials budget
- Impact to the diversity and scope of the collection
- Current or historical significance of the author or subject
- Relevance to the existing collection's strengths and weaknesses
- Reputation and qualifications of the author, publisher or producer, with preference generally given to titles vetted in the editing and publishing industry
- Online resources are also evaluated based on accessibility and the availability of library licensing
- Contemporary significance

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- Popular appeal
- Physical format
- Quality of production
- Available space
- Published evaluations or reviews
- Accessibility of material
- Accuracy and timeliness
- Relevance of format and content to the intended audience
- Effectiveness and suitability of format in communicating the content

Materials Displays

The Library frequently put together temporary materials displays which encourage community engagement by featuring themes that reflect local interests, current programs, or tie into current events, holidays, or national observances. By curating materials that resonate with patrons and showcase the Library's resources, displays also help increase circulation.

Beyond the themes, professional Library staff select items based on the following criteria

- Condition
- Target audience(s)
- Diverse viewpoints
- Cultural backgrounds
- Format

Displays are reviewed regularly by professional Library staff to ensure they remain up to date. Content is regularly refreshed to maintain interest. When a display is taken down, materials are returned to the regular collection.

Patron Recommendations

Patrons may request items the Library does not own. Each request is reviewed for inclusion in the collection using the selection criteria. Requests may be made [online](#) or at any Reference Desk.

Requests for Reconsideration

Anyone wishing to recommend the removal or reclassification of a particular item must be a resident of Long Beach, NY. They are encouraged to speak to a Library supervisor about the

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matter. If the patron is not satisfied with the response to their request, they may ask the supervisor for a Materials Review Form.

The request will be reviewed by the Library Director and staff, bearing in mind the Library's mission statement and the selection criteria of this collection development policy. After evaluating journal reviews and other materials submitted by the patron and staff, the Library Director or their designee, will respond within 45 days of receiving the formal request.

If the Long Beach resident who initiated the reconsideration request does not accept the decision of the Library Director, they may appeal the decision to the Library Board. To appeal the decision of the Library Director, a written appeal requesting that the Library Board overturn the decision of the Library Director must be submitted. The written appeal must be sent to the President of the Library Board and the Library Director.

After receipt of a proper appeal, the Library Board will determine whether the request for reconsideration has been handled in accordance with the Library's Collection Development Policy. The Library Board may vote to uphold or override the decision of the Library Director. All decisions of the Library Board are final.

Challenged materials or resources will be retained in the Library collection throughout the reconsideration process. If the item is on display, it will remain on display throughout the reconsideration process. Once a final ruling has been made on a request for reconsideration, no further requests for reconsideration for that specific material or resource will be considered for a period of one (1) year from the date of the final decision on the reconsideration request.

Philosophy of Collection Maintenance and Management

The Long Beach Public Library's collection is constantly evolving to keep up with the community's needs and wants. As items are added, others are reviewed for their ongoing value and sometimes withdrawn from the collection. Great care is taken to retain or replace items that have enduring value to the community. Decisions are influenced by patterns of use, the capacity of each location and the holdings of other libraries that may specialize in a given subject matter. Staff review the collection regularly to maintain its vitality and usefulness to the community.

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Responsibility for Collection Maintenance and Management

The final authority for the Library collection rests with the Library Director. Implementation of collection development policy and management of the collection is assigned to Library staff. Library Staff systematically review the collection with the goal of maintaining the quality and vitality of Library resources. This process of collection analysis incorporates the use of output measures, circulation reports, and other statistical information for continuous collection evaluation.

Weeding Evaluation Criteria

In addition to acquiring new materials, it is important to remove from the existing collection those items no longer deemed useful or relevant. This policy provides authority for the systematic and regular evaluation of the existing collection and subsequent withdrawal of worn, obsolete or infrequently used materials and supports the public's right of access to an appealing and relevant collection.

Weeding in this context is defined as the process of evaluating a book to determine if it will be retained, relocated, or replaced. It is the responsibility of Long Beach Public Library staff, acting under the authority and direction of the Library Director, to discard Library materials. These decisions are made within the limitations of available space and funding, and within the scope of a written collection development plan.

The following criteria are used in selecting materials for withdrawal:

- Damage or poor condition
- Infrequent use and lack of demand
- No longer relevant to the needs and interest of the community
- No longer accurate
- Availability elsewhere including other libraries and online
- Relevance to the scope of any special collections

Replacement Criteria

While the Library attempts to have materials of standard and important works, it does not automatically replace all materials withdrawn. The same criteria that apply to original selection also apply to replacements. The need for replacement is based on:

- The number of duplicate copies
- Existence of adequate coverage of the subject in the collection
- Demand for the specific title or subject area

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- Availability of material

Removal of Withdrawn Material

Materials that no longer meet the stated objectives of the Library will be withdrawn from the system. Long Beach Public Library reserves the right to determine how materials are removed and disposed of.