The Ferguson Library  
Collection Development Policy

**Purpose of Collection Development Policy**

The purpose of this Collection Development Policy is to guide the selection of library materials and to inform the public about the principles upon which selections are made. Basic to the policy are the “Library Bill of Rights,” as adopted by the American Library Association, and the “Freedom to Read Statement” issued jointly by the American Library Association and the Association of American Publishers (included in the Appendix).

**The Stamford Community**

Stamford is a coastal community with approximately 118,067 residents (Connecticut Economic Resource Center [CERC] Town Profile 2010), consisting of 37.3 square miles. It lies within Fairfield County, and borders Greenwich, New Canaan, Darien, and Pound Ridge, New York. It is an economically sound community with a median household income of $75,723 (CERC Town Profile 2010), and an unemployment rate of 7.8% (CT. Department of Labor, July 2010). The top five major employers are Pitney Bowes, Inc., UBS Americas, Thomson Corporation, Purdue Products LP, and Stamford Hospital (Standard & Poors 2010). Stamford is number seventy-eight on Money magazines 2010 list of America’s best small cities.

Stamford’s poverty rate, however, is 9.7% (Fairfield County's is 7.2% according to the U.S. Census Bureau, 2008). While Stamford in many ways mirrors its suburban neighbors in wealth and educational level, it is the fourth largest city in the State of Connecticut and has many urban attributes. In particular, there are numerous residents who live in poverty and are part of the Digital Divide.

Many new Americans have decided to live in Stamford. According to the U.S Census Bureau’s 2006-2008 American Community Survey, 36.9% of Stamford residents are foreign born and 43.5% of Stamford residents speak a language other than English at home. In fact, 17.8% (2000 Census) of the overall population is Hispanic/Latino. There are strong established ethnic communities including the Haitians, Italians, Irish, Polish, and Russians. There is a growing Indian and Southeast Asian population. This wonderful diversity is apparent with numerous cultural events, ethnic restaurants, and demand for literacy and English as a Second Language services.

The Ferguson Library strives to meet “the informational, educational, cultural, and literacy needs” of this diverse community. There are four facilities strategically located throughout the city, as well as a Bookmobile that travels to areas with no established branch.
**The Main Library** is located in the heart of downtown Stamford in a 1909 building that was renovated and expanded in 1982. The collections in this facility are extensive and serve as the backbone to the whole system. While there are many outstanding collections, the Main Library is known for the following: local history and genealogy, business, travel, books and periodicals in world languages and a comprehensive children’s collection including several special sections such as the professional collection, which is equivalent to a college level collection supporting teacher and librarian education, and the folklore collection, which is recognized as one of the most extensive in the state.

**Ferguson Online** (the virtual branch) offers great resources and information for children and adults including, Information Anytime-24-hour virtual reference, Online Tutor, Homework Help, a virtual homework center with online encyclopedias and databases for student research, and an extensive collection of electronic resources, including eBooks, for finding information on business, government, health, history and genealogy, and literature.

**The Harry Bennett Branch**, opened in January 2000, features a gracious design, an enticing story circle, a conference room and an auditorium. It is located across the street from the Turn of River Middle School in the "Ridges" section of Stamford. Welcoming all, it has a friendly, informal atmosphere and is heavily used by families with young children as well as retirees. The library offers numerous programs for all ages including preschool story hours, teen book discussions, and hands-on computer workshops. Branch collections include popular titles in many formats at all reading levels. This branch is known for its contemporary fiction, popular non-fiction, and collections for hobbyists, such as cooking, gardening and crafts, as well as excellent youth collections, from babies through teens. Additionally, the collection supports Stamford’s educational curriculum through middle school, home schooling, and home-based businesses.

**The Weed Memorial and Hollander Branch** is located in a charming, newly renovated building that was once a 19th century farmhouse that belonged to the Weed family in the Springdale section of Stamford. In July 2006, it was renamed the Weed Memorial and Hollander Branch, expanded to include a Community Room and a new wing for children's and youth services. A popular feature of the new building is the cozy Fireplace Room with a cheerful fireplace, comfortable armchairs, and convenient browsing collections. “Weed” has a select, up-to-date collection of popular materials for adults, teens, and children.

**The South End Branch** is the soul of the CTE Community Center. The light-filled library has contemporary furnishings in restful colors. The shelves hold a unique collection, which includes materials ranging from popular fiction and general interest English titles to books in Spanish, French, and Haitian Creole. This branch has a notable collection of titles by African-American and Islamic authors as well. Users of all ages can also find magazines, audio and video tapes, CDs, DVDs, interactive media for self-help, school assignments, household projects, career development, inspiration and just plain fun! For the youngest visitors, there are also games and puzzles. Over a dozen
computers provide access to the Internet, databases, and instructional and recreational programs for everyone. All this and free parking, too!

The Ferguson’s Bookmobile brings library services to the entire Stamford community, with regularly scheduled stops at child care centers, senior housing, parks, shopping centers and neighborhoods. The Bookmobile’s collection includes popular adult and children’s materials.

**MATERIAL SELECTION**

Selection refers to the decision to add as well as to retain materials in the library’s collections. It is based upon awareness of the diverse needs and interests of the individuals who use the library, balanced with evaluation of the material and knowledge of the collections’ strengths and weaknesses. Selection decisions are also influenced by budget and space considerations and the availability and accessibility of alternative information resources.

**Adult Material**

**Selection Sources**

Sources for selection decisions include, among others: published reviews (*Publisher’s Weekly, Library Journal, Booklist, Kirkus*, etc.), user requests or recommendations, publisher or vendor catalogs; advertisements: author appearances on television and radio, “word of mouth” reviews on websites such as Book Sense, Reading Group Guides, etc.

**Selection Criteria**

The library acquires materials of both permanent and current interest based upon the merits of a work in relation to the needs, interests, and demands of the community. Librarians use their subject knowledge and expertise in combination with the standards listed below to select and evaluate collection items. Gifts are selected using the same criteria. While there is no single standard which can be applied to every work, the following general criteria are to be considered when selecting materials for purchase:

**General Criteria**

- Relevance to observed and anticipated community needs and desires
- Reputation and qualifications of the author, creator, or publisher of the work
- Suitability of format or physical form for library use
- Cost relative to the value the item contributes to the collection
- Space required relative to the value the item contributes to the collection
- The extent to which the item supplements, expands on, or supports the existing collection, rather than duplicates it
- Local significance of the author or creator of the work
Content Criteria

- Comprehensiveness of treatment, including breadth and depth
- Skill of author or creator
- Consideration of the work as a whole, rather than a specific passage or passages
- Evaluation of the currency and accuracy of the information contained, to the extent possible
- Representation of diverse points of view
- Representation of important movements, subjects, genres, or trends of local, regional, or national significance
- Long-term or historical significance or interest
- Relevance of the information to immediate local requirements

Electronic Format Criteria

Additional criteria are considered when selecting materials available in electronic formats.

- Ease of use of the product
- Accessibility to multiple users
- Access to needed equipment
- Enhancement of the print equivalent (if any) in terms of speed, flexibility, combinations of search terms, or general utility
- Continued access to retrospective information when necessary or desirable
- Reduction of space requirements over print products
- Reduction in number of copies of a print source when purchased for multiple locations

The Ferguson Library has a strong and comprehensive collection. The following highlights sections of our collection with more specific criteria.

**Fiction** The library purchases a wide range of contemporary fiction works including bestsellers, literary fiction, mysteries, science fiction, fantasy, classics, graphic novels and short story collections. The library is aware of community demand for popular titles and will often select based on that criteria and then add multiple copies. The library also works closely with the Stamford public schools in order to stock sufficient quantities of titles that appear on annual school reading lists. Other titles are selected on the reputation of the author and publisher, award-winning titles, appropriateness to the library’s users, as well as reviews in professional library media publications. This selection mirrors the diverse interests of our community that varies in background, culture, education, taste and reading ability. Books are purchased in hard cover and trade paperback as well as mass market paperbacks.

**Audio Books** are purchased in CD format and are usually purchased from reputable publishers who have replacement items available. Audio books are usually only purchased in unabridged editions.
Also purchased is a small collection of large print titles to meet demand. The library tries to refrain from purchasing books in unusual formats such as spiral bindings and/or multiple parts.

**Non-Fiction** The librarians select a wide range of non-fiction materials with particular emphasis on these popular areas: memoirs and biography, true crime, new technology, travel, law, history, health, business, cooking, childcare, and home improvement. We also have a comprehensive literature collection used by high school and college students as well as researchers. We select to address contemporary issues, and provide information for self-improvement, continuing education, career-related skills, and domestic and world affairs.

**Reference** The library maintains a collection of reference works which are consulted for specific items of information rather than read cover-to-cover and include: bibliographies, indexes, directories, dictionaries, catalogs, yearbooks and annuals, statistical compendia, atlases and gazetteers, biographical dictionaries, and almanacs. Reference sources which describe, condense, and summarize information include encyclopedias, histories, handbooks, abstracts, and special reports with difficult-to-find information. They remain in the library to be readily available to all citizens. Selection criteria of particular importance for reference sources are: accuracy, arrangement, ease-of-use, uniqueness of information, authority, documentation, and indexing. Over the last five years, the librarians have selected to add the electronic version of many standard sources. While we still purchase titles simultaneously in both print and electronic format if usage warrants, when possible the electronic version is preferred.

The reference collection at the Main Library contains standard works in areas of general reference, the humanities, social sciences, physical and biological sciences, technology, health, history, law and area studies. It maintains more in-depth collections in business and economics, literature and art.

**Business** The library maintains a comprehensive business collection - both reference material (online and print) and circulating material - to help support area companies large and small. The Small Business Resource Center contains a basic collection of books of interest to the small business person. The Non-Profit Resource Center contains a basic collection of up-to-date books and periodicals on non-profit management.

**Stamford Room** The purpose of this collection is to identify, acquire and preserve research materials related to local, State, and regional history. The Stamford Room contains sources for Stamford and Connecticut history, municipal documents, old city directories, genealogical resources and materials, and biographies of prominent people of Stamford and Connecticut. The library holds more that 50 genealogical periodicals donated by the Connecticut Ancestry Society. The collection also includes *Connecticut Ancestry*, a quarterly periodical published by the Society that contains references to many Stamford families.
**Government Documents** The library collects Federal and State government publications.

**U.S. Documents** The Ferguson Library is a U.S. Federal depository library. In selecting new documents to add to the collection, emphasis is placed on demographics, current legislation, economics, business, health, safety, and information about the government and its operation. Format and frequency of publication are also taken into consideration. In choosing between print, online, or microfiche format, ease of use for the public is balanced with space limitations.

**Connecticut Documents** The Connecticut documents collection emphasizes material of current citizen interest, major State programs and reports, and statistical information included in, but not limited to, annual and special reports.

**World Languages** The Ferguson Library collects materials (books, periodicals, film, and music) in several different languages that reflect the ethnic diversity of the community. The most popular languages include Spanish, Russian, French Creole, French, Italian, and Chinese. Ferguson Library staff monitors the demographic data and tries to develop language collections for newest growing populations as collection in Arabic, books in Hindi, etc. World language collection contains national bestselling authors as well as famous classic and contemporary American authors. For each language collection we have also selected ESL (English as a Second Language) materials to accommodate our patrons’ needs.

The library also maintains Spanish, Russian, and Chinese websites that mirror the main one in English. We further have several pages in numerous languages with links. Finally, the library has a basic collection of materials for the New American who would like to learn English, become a citizen, and acculturated.

**Periodicals** The library's newspaper and magazine collection provides current and retrospective information aimed at meeting the research and recreational reading needs of the community. Periodicals supplement the book collection by providing up-to-date information covering current topics not yet available in books, and presenting a less in-depth treatment of a subject than is usually found in books. Full-text periodical articles, as well as citations available from our subscription databases such as General (Infotrac) Onefile, Academic Onefile, and even JSTOR, have become an integral part of our traditional collection.

The periodical collection consists of a diversity of publications in fields which are of interest to the community. It includes basic and popular reading magazines, foreign language publications, and a wide selection of business, trade, and local Stamford publications. To provide optimal access to information for those conducting research, an emphasis is placed on selecting titles that are included in standard periodical indexes. Journals which are highly technical or scholarly are generally not included in the collection. In addition to magazines, the collection includes newspapers published locally as well as from major geographical areas of interest to the community.
**DVD**  The library purchases a wide variety of titles for our DVD collections. Feature films are purchased to meet popular demand by our users and cover a wide range of subjects. To meet patron demand, some feature films may be purchased in multiple copies. Most feature films and documentaries, as well as non-fiction titles that cover a wide variety of subjects, are chosen from professional review media. The library prides itself on the depth of collection within our DVD materials. Not only do we purchase award-winning feature films and documentaries, we also purchase films in their original languages so as to better serve our diverse population of users. Non-fiction titles include such subjects as travel, biography, opera, musical and theatrical performances, diet, exercise, and child care, as well as a large collection of educational titles.

**Music CDs**  The library purchases a wide variety of music CDs. Titles are chosen from reviews that appear in industry publications as well as professional library review media. The library has selections of all types of music from classical and rock to jazz, gospel and country. The collection also includes music from around the world as well as other titles and genres that will appeal to our diverse library users.

**YOUTH SERVICES**

**Teens**

*Scope of Collection*

Adolescence is the transitional age from childhood to maturity and an experimental stage during which young people investigate a wide variety of interests. While young adults may use a wider range of library materials than any other age group, and the entire collection is available to teens, the library recognizes that there is a rich body of publishing specifically for this age group. Because many teens may not be aware of its existence the library shelves this material in a special section that is uniquely for teens. Materials selected for the teen collection are particularly appropriate to adolescents ages 12 through 18.

*Selection Sources and Criteria*

The professional library staff primarily through positive, critical reviews in the traditional library media selects materials. Reviews in journals directed toward serving a YA audience, such as VOYA (Voice of Youth Advocates) are strongly considered. In addition, purchase decisions may be based on user requests or recommendations from T-MAD, the library’s teen advisory Board. Purchases in specialized formats like popular music may rely on vendors and publisher’s catalogs, or publications such as *Billboard Magazine*. In addition to a positive evaluation other criteria taken into consideration when making a purchasing decision may include:

- Interests and needs of our diverse community
- Current collection’s strengths and weaknesses
- Budget limitations and space considerations
- Patron requests

**Collection Content and Criteria:**

The teen collection includes the following sections:

A comprehensive hardcover **fiction collection** contains a core selection of classic teen literature, as well as important new teen novels and popular material. While books of overall “good literary quality” are included in this section, popular titles and themes of contemporary interest to the target age group are stressed.

A high interest **non-fiction** browsing collection consists of topics having special recreational appeal to the targeted age group, such as sports, hobbies, self-help, career, music, movies etc. This collection does not attempt to replace the non-fiction curriculum support materials for this age group purchased by both the children’s and the adult departments and housed in their larger non-fiction sections.

A large **paperback** collection contains a wide selection of noteworthy and popular teen literature as well as many original paperback books not available in hardcover. This section also contains multiple copies of materials to support book discussion programs, “booktalking” at outreach visits to the schools, and the Middle and High School summer reading lists. Occasionally adult materials with a high teen interest such as original fantasy are purchased. Because paper is often the preferred format for teens, the library anticipates that this collection will continue to grow.

**The Teen Audio Book** collection consists primarily of popular fiction titles and classic titles that appear on school reading lists. In 2007 a core collection of “Playaways” - audio books using MP3 technology - was acquired. Patron response has been positive to this more convenient format, and we plan on continuing to add to this collection.

**The graphic novel** collection was recently developed based on interest generated through patron requests, Teen Read Week promotions, and highlighted reviews and articles in national journals. Although there is also an adult collection with some overlap, the two collections have different emphases and both are needed.

**The Teen magazine** collection consists of standard, popular titles such as *YM, Seventeen, Mad* and *Teen People*. As popular periodicals have begun producing teen editions, for example, *Cosmo Girl*, these are added as demand warrants. We recently added a cheerleading and a fantasy magazine to the collection increasing our coverage of specialized topics of interest to teens.

**The Teen DVD** collection consists of popular movies and some nonfiction items of interest to this age group. R-rated materials are not included. The collection still contains videos; these are continually weeded as indicated by condition and interest.
The Teen Music collection includes selections from a variety of genres that appeal to teens, for example, pop, hip hop, country, metal, etc. The librarians rely on the teen advisory board for recommendation as well as reviews in Rolling Stone and Billboard. The collection also includes CDs that have recently won Grammy, MTV, or other awards.

The Teen Site on the Ferguson web page includes information about services and programs for teens at Ferguson. It directs users to informational databases and resources on the Internet that complement, enhance, and, in some cases, parallel resources housed in the library collection. The teen specialist in the Youth Services Department is responsible for overall selection of materials included on Teen Soup.

Children

Scope of the Collection

The children’s collection at The Ferguson Library serves the diverse needs of urban and suburban children from birth through the middle school years, as well as their parents, teachers, caregivers, and other professionals working with children. It includes materials for all reading, listening, and viewing levels for all recreational preferences and on all subject interests, including curriculum support. Besides materials published directly for children the collection includes several specialized collections directed toward adults: a parent collection, a special needs collection, and a professional collection aimed at librarians and teachers.

Selection Sources

The professional library staff selects materials primarily through positive, critical reviews in the traditional library media. Reviews in journals directed toward children’s materials such as School Library Journal, Booklist, Kirkus Reviews and Horn Book are read and marked for purchase on a biweekly basis. Purchases in specialized formats, such as computer programs, may rely on publications such as Children’s Software Review. In addition to a positive evaluation other criteria taken into consideration when making a purchasing decision may include:

- Interests and needs of our diverse community
- Current collection’s strengths and weaknesses
- Budget limitations and space considerations
- Patron requests

Replacement of older titles is ongoing as children read and reread favorite books spanning generations.

Collection Content and Criteria

The children’s collection includes the following sections:
**Picture Books** This important collection has substantial depth of older classic titles as well as new material. Biweekly ordering of new materials and several major replacement orders each year insure that the collection is fresh. The popular Mother Goose, toddler, board, and concept books are located in bins that allow browsing in these high interest areas. A separate bin designated IBAA (Illustrated Books for All Ages) contains sophisticated picture books for older children.

**E Beginning** This collection is designed to help the emerging independent reader with letter sounds, word recognition and sentence structure. This collection features many series that specialize in this format, and because of the resurgence of phonics instruction, we carry a set of books designed to encourage phonics skills.

**Book & CD Collection** This well-used collection contains a good selection of popular picture books, beginning readers, and non-fiction with accompanying CDs. Since the collection is perfect for new English learners, both parents and children, we purchase heavily in bilingual format, as well as phonics and other language materials.

**World Language Collection** To meet the ever expanding and changing needs of Stamford’s diverse population, the development of a strong world language collection has been a priority. The Spanish collection is the largest section, with excellent holdings in picture books and fiction, and there are a good variety of other languages, from Russian and French to Bengali and Urdu. A professional librarian with language expertise is in charge of managing the collection.

**Juvenile Magazines** The library purchases a wide variety of children’s magazines of both an instructional and recreational nature. To maximize their usage the magazines are shelved in two areas - parenting and young children on the first floor, and children’s and professional on the lower level. Many of the non-fiction children’s magazines are eventually recycled into subject areas of the pamphlet file.

**Juvenile Fiction** This large collection has depth and circulates well. Recently weeded, it is fresh and up to date with an excellent representation of classic titles.

**Juvenile Paperbacks/J Comics** For the most part, this growing collection is comprised of extra paperback copies of popular titles from the J FIC collection, as well as some original paperbacks. Young patron requests for popular paperback books, often in series format, are strongly considered for purchase. Multiples in this collection support book discussion programs, the summer reading list, etc. The J Comic collection consists mostly of favorite comic strips (i.e., Garfield, Calvin and Hobbes, etc.), or heavily illustrated series such as Tintin or Asterix. The recent resurgence in popularity of graphic novels has given us the chance to buy new materials for this collection.

**Juvenile Music** Music composed and performed for children is having a renaissance of sorts and this comprehensive collection of music for young people reflects the rich variety of tapes available. We purchase all styles of music from classical to hip hop. Special attention is paid to acquiring award winning CDs. The collection contains a
number of older titles on cassette which are being weeded as condition and interest warrant.

**The Juvenile Audio Book Collection** This growing collection consists of titles that have been positively reviewed; it has depth and breadth and it circulates well. The collection includes a number of specialized combinations such as audio books/large print, audio book read at a slower rate, etc. These formats are particularly useful for new English learners and children with special needs. In 2007 a core collection of “Playaways” - audio books using MP3 technology - was acquired. Patron response has been positive to this more convenient format, and we plan on continuing to add to this collection.

**Juvenile Nonfiction** The depth and breadth of the children’s non-fiction collection is outstanding, reflecting years of investment and acquisition of an array of subjects. The folklore section is one of the best of its kind in Connecticut. The collection is heavily used for student reports and projects with many topics assigned repeatedly throughout the school year by different schools. As a result, many areas of the collection enjoy constant circulation from October to June, and must be monitored for replacement ordering. Updated books on nations of the world and different states in our nation (usually series books) are often on standing order, and are therefore replaced at regular intervals as they become available. Weeding the collection is ongoing, but especially in the summer months, when many of the books have been returned and the collection is less heavily used.

**The Children’s DVD Collection** enjoys enormous circulation. Purchasing decisions are developed based on reviews, and reading film industry publications and orders are placed approximately once every month to six weeks. Most orders consist of high interest feature films, some shorter format programs with a television or educational program tie-in, and some educational and high interest non-fiction titles. The growing non-fiction collections contain a broad spectrum of subjects, ranging from strictly educational to high interest subjects – everything from learning fractions and grammar to origami and ballet. The collection still contains a good selection of older titles in video format which are being weeded as condition and interest warrant.

**Juvenile CD ROMs** The CD-ROMs, which are selected not only on their popularity and high demand but also on their educational merit (i.e., building math, reading, writing skills, etc.), are ordered three times a year from *The Children’s Software Revue*. The interactive nature of this media makes it excellent for drill work in math and the acquisition of language.

**Reference** The children’s room’s comprehensive reference collection is particularly strong in its coverage of animals and the natural world, biography, American history, Native Americans, explorers, and health. The collection contains many useful and trusted multi-volume subject sets, including a number of sets of current encyclopedias, some of which are in Spanish, a wide selection of atlases, and a long run of *Something About the Author*. Older editions of the encyclopedias are rotated into a circulating collection. We add to and update this collection by ordering from the traditional
reviewing media as well as periodically meeting with representatives from reference publishers. We have standing orders for new volumes and editions of certain important reference works. New acquisitions to this collection are evaluative in light of our electronic databases to reduce duplication.

**Electronic Databases** While the print reference collection is still a valuable resource for unusual and in-depth information, the face of references services and the delivery of homework information has changed dramatically because of our comprehensive collection of networked online reference databases, including encyclopedias, atlases, magazines, and biography, science, history, and geography. These databases make more information available both in the library and from home via off site access. We continue to examine and evaluate electronic resources just as we do their print equivalents, and selection is based on the same standards as the print collection. While we do not foresee a printless collection in the near future, we can only assume that the trend of accessing information through electronic means will continue to increase in the future.

**Parents Collection** While the adult department purchases the majority of parenting titles, the children’s department maintains a small collection of parenting books. The subjects covered are directed towards the parents of young children including many classic parenting titles. We also purchase books on reading and the importance of reading to children.

**The Professional Collection** contains an excellent collection of titles aimed at teachers and librarians. An effort is made to keep up with new professional titles in other educational disciplines such as language arts. The collection has enormous depth, with many out of print titles that are standards in the field of youth librarianship. Teachers and children’s literature students from surrounding area colleges use the collection extensively.

**The Special Needs Center** has been developed for parents of children who have special education needs. Almost all of the materials are written for the layperson. The collection covers a broad range of subjects including recreation, transition, and parents. An extensive pamphlet collection containing fact sheets, catalogs, and other materials is also available. Specialized magazines and video tapes round out the collection. A part-time children's librarian, who is keenly interested in this subject area, developed the collection with the assistance of two grants. She is responsible for the overall management of the collection.

**Juvenile eBook, eAudio, & Digital Video Collection** The library is committed to having holdings in this constantly evolving and developing collection. Currently children’s titles are selected from two platforms. Selection decisions are based on both quality material and on potential popularity. The recent acquisition of a number of award winning digital videos offers exciting additional multimedia dimension to the collection.

**Intellectual Freedom**
The Board of Trustees has endorsed as Ferguson Library Policies the following ALA statements, copies of which are in the Appendix: The Library Bill of Rights and The Freedom to Read, endorsed by the Board of Trustees October 21, 1969; the Resolution on Challenged Materials endorsed November 16, 1917, and Free Access to Libraries for Minors: An Interpretation of the Library Bill of Rights, endorsed January 15, 1974.

Reconsideration of Materials

Objections to material in the library’s collection must be made in writing on an appropriate form. A supply of these forms is available at public services desks, online at http://www.fergusonlibrary.org/ in the “About Us” section, and there is one in the Appendix.

Other Considerations

Gifts

The library accepts gifts without commitment as to final disposition. In determining whether a gift item is to be added to the collection, the same standards are applied as are used in the selection of an item for purchase. The library cannot give a dollar valuation for such gifts, but will provide the donor with a statement of the number of volumes and types of material accepted. The form is in the appendix. Approved by the Board of Trustees on January 15, 1974.

Collection Maintenance

The library is committed to maintaining an up to date and relevant collection with materials in good condition. Staff continuously reviews the collection to ensure that it is meeting the changing needs of the community. Materials are evaluated and outdated materials, those that are no longer of interest or in demand, unused duplicates, and worn or mutilated copies are removed from the collection. In evaluating an item, the librarian may also consider the importance of the author or the work, the frequency of circulation, community or regional interest and availability of newer and more up-to-date materials.

Revision of Policy