



Collection Development Policy

I. Statement of Purpose

The Westport Public Library, a sanctuary for all, offers unrestricted access to information and its programs and resources to satisfy the community's intellectual curiosity, provide enjoyment and enhance the quality of life.

To this end, the Westport Public Library Board of Trustees has determined that the development of the Library's collection should be subject to a published written policy. The purpose of this Collection Development Policy is to establish the procedures and rules by which the Library develops its collection, and which will be applied without discrimination and in the best interests of all of the Library's users.

II. Objectives of the Collection Development Policy

- A. To provide resources which inform, educate, entertain and enrich persons as individuals and as members of society.
- B. To include works of enduring value and timely materials on current issues.
- C. To select materials based on community needs, both those expressed and those inferred from user demographics and evidence of areas of interest.
- D. To supplement resources through the use of interlibrary loan and electronic access.

III. Library Description

The Westport Public Library is the community hub of an active and intellectually curious population. Many Library users are actively engaged in the social, political, artistic and other cultural life of the greater New York City metropolitan area. The Library attracts more visitors monthly than the entire population of the town, including a great number of people from surrounding communities. The Library strives to deliver excellent customer service, offering items as soon as they are available.

The presence of many authors in the local area is reflected by the inclusion of their works in the Library collection. The Library collections are particularly strong in the visual and performing arts. The Library strives to provide resources related to all of its many on-site programs held annually. An extensive collection of audio books is maintained for the large number of commuters who use the Library, as well as for others. DVDs including popular,

Westport Public Library Collection Development Policy

PBS series, instructive, travel and children's titles comprise a well-used collection that reflects a broad range of interests and meets demand.

In other areas, Library users rely on the comprehensive collection of travel guidebooks and narratives. The reference collection is acquired to support the complex nature of questions and the depth of research to which the Library users are accustomed.

Interlibrary loans are available for books not owned by the Library.

Providing multiple copies for book clubs is a collection priority. Book club services also include Speaking of Books, a collection of multiple copies and discussion guides for book clubs.

The Library strives to be responsive to all inquiries about resources and adds requested items to the collection after consideration of quality and cost.

IV. Responsibility for Selection

Ultimate responsibility for materials selection and resource access rests with the Library Director who operates within the framework of this policy. The Head of Collection Management oversees the selection process, makes available critical reviews and other appropriate selection tools and tracks the resources budget by selector and selection area to ensure the flow of new resources throughout the year. All staff members may participate in the selection of Library resources. Designated selectors work as a team representing all areas of the collection.

V. Resources

The Library provides a broadly based and diverse collection of resources with a balance in points of view on all subjects in a timely, cost effective manner through:

- A. Internet Sites – and user accessible links from the Library website, which are evaluated for authority, timeliness, ease of accessibility and reliability.
- B. Popular Materials – current high-interest materials in a variety of formats for all ages.
- C. Reference Materials – accurate and useful information from the collection and through access to resources outside the Library, including electronic resources.
- D. School Support – local school curriculum support and educational enrichment with input from local teachers and school librarians.

Westport Public Library Collection Development Policy

- E. Independent Learning – supportive materials and services to individuals of all ages engaged in the pursuit of learning outside of the formal educational context.
- F. Community Activities – a variety of cultural and informative programs and exhibits which serve as a basis for group activities in the Library.

The Library encourages all Library users' suggestions, comments and ideas about the collection and resources.

VI. The Selection Process

A. *General Collection*

Selection is a discerning and interpretive process, involving a general knowledge of the subject and its important literature; a familiarity with the Library resources; an awareness of the bibliographies of the subject; and recognition of the needs of the community. Resources are judged on the basis of the content and style of the work as a whole; social significance; importance of subject matter to the collection; soundness of the author's attitude and approach; cost; scarcity of material on the subject and availability elsewhere. Format quality and suitability are also considered.

Electronic resources are made available based upon the accessibility of information in areas of high demand by Library users. Other criteria include: quality of data and reputation of the publisher; degree of currency of the data; user friendly yet robust search mechanism; compatibility with existing Library computer systems; and cost effectiveness.

Tools used in selection include professional journals, trade journals, subject bibliographies, lists of recommended titles, publishers' promotional materials and reviews from reputable sources. Current media reviews and promotions are also considered. In addition to circulation statistics, direct and indirect indicators are used as guidelines including: purchase suggestions, lists of missing items, items needing repair or replacement, interlibrary loan requests and suggestions by Library staff who work at public service points.

B. *Standing Orders*

Materials updated on a regular basis and necessary to the collection are put on standing order. In addition to reference books, standing orders also include travel guides, annual literary anthologies, Library of America and some children's series for the circulating collection.

Westport Public Library Collection Development Policy

The periodical collection is evaluated annually and usage and retention are reconsidered at that time.

C. *Multiple Copies*

Multiple copies are purchased for items with high user demand. Best selling titles are purchased in quantities sufficient to meet anticipated demand. For titles with many reserves, one book is purchased for every five reserves and Express (rental) copies may also be added. Express copies are not reserved and may be used for a small daily charge after the first three days. The Library strives to anticipate demand as new titles are published.

D. *Rare and Expensive Books*

Materials selected for the circulating collection will be evaluated on merit and value to the collection rather than cost of the item. If an item is costly, the selector will give careful consideration to other materials on the subject in the collection, how this item compares, and the importance of the title to the development of the collection. If the costly item is purchased, it will be added to the collection and treated as any other item.

At no time will rare or unusual books requiring special handling be added to the collection. If it comes to staff attention that a book already owned has become rare or expensive, a decision will be made as to whether to keep the item or find an appropriate archive.

E. *Gifts*

Gifts of books and other Library materials in very good condition are gratefully accepted with the understanding that they will be considered for addition to the collection in accordance with the selection process. The Library reserves the right to sell or otherwise dispose of gift materials not added to the collection.

Gifts of funds are always welcome. Recommendations from the donor are honored within the framework of the selection process.

VII. **The De-Selecting and Weeding Process**

To maintain an up-to-date and useful collection, materials are continuously weeded. Materials may be withdrawn if they have little use or have been superseded by a new edition or a better work on the same subject. Depth and range of varying degrees are suitable in various areas of the collection. Electronic links to information will be

Westport Public Library Collection Development Policy

maintained if they continue to meet the needs of the Library users in a timely and cost-effective manner.

Titles are withdrawn from the Library's collection through systematic weeding by selectors or because of loss or physical damage. Materials withdrawn because of loss or damage are reported to selectors who decide whether the item should be replaced using the same criteria as for selection. Other factors considered include:

- Number of copies of title that the Library owns
- Availability of newer materials on the subject
- Importance of the work in its field
- Its listing in standard bibliographies
- Cost
- Availability of item from interlibrary loan.

Out-of-print dealers and remainder vendors may be used to replace out-of-print titles considered essential for the collection. Withdrawn audiovisual materials considered classics will be replaced if possible. Outsourcing to the commercial bindery will be reserved for items that cannot be replaced or are too costly to replace. Withdrawn materials in good condition will be provided to the Friend of the Westport Library for its book sale events.

VIII. Evaluation of Resources

Continuous evaluation ensures that the Library is fulfilling its mission to provide resources in a timely manner to meet Library users' interests and needs.

Evaluation includes:

- Statistical tools such as circulation reports, collection turnover rates, electronic metering reports
- Standard bibliographies and recommended lists checked against the Library holdings
- Materials themselves looked at for physical condition and use
- Library user input and community surveys.

IX. The Collections

The Library is divided into the following three collections:

- The Adult Collection
- The Teen Collection
- The Children's Collection.

Westport Public Library Collection Development Policy

These three collections are divided into smaller sub-collections as described in more detail below.

Each area of the Library collection is maintained using the same general selection standards. Subjects of strong community interest or heavy usage are emphasized. Balance of viewpoints and the reflection of current events, as well as cultural topics of interest are considered.

X. The Adult Collection

The Adult Collection consists of the following 38 sub-collections:

1. Fiction
2. Mysteries
3. Science Fiction
4. Romance
5. Short Stories
6. Express Books
7. Paperbacks
8. Speaking of Books
9. Large Print Books
10. World Language
11. Arts
12. Biographies
13. Computers
14. Economics/Business
15. Education/Career
16. Engineering/Technology
17. Gardening/Animals
18. Graphic Books
19. History
20. Home Economics
21. Language and Literature
22. Medicine
23. Music
24. Performing Arts
25. Philosophy/Religion
26. Politics/Government/Law
27. Psychology
28. Recreation/Sports
29. Science
30. Sociology

Westport Public Library Collection Development Policy

31. Travel
32. Audio Books
33. Video
34. Music CDs
35. Periodicals
36. Newspapers
37. Westport History File
38. Picture File.

Below is a description of and collection criteria for each sub-collection:

1. ***Fiction***: Fiction is purchased on the basis of positive reviews, anticipated demand or customer request. The Library collection includes representative novels of the past and present, notable for literary quality, cultural value and popularity. Multiple copies are purchased to meet demand. Classics are re-ordered as the need arises.
2. ***Mysteries***: Murder and detective fiction are considered to be mysteries. Mysteries are selected using the same criteria as general fiction.
3. ***Science Fiction***: Futuristic and fantasy fiction are considered science fiction. Science Fiction is selected using the same criteria as general fiction.
4. ***Romance***: Romance fiction is selected using the criteria for general fiction or in response to specific requests.
5. ***Short Stories***: Collected short stories by one author and anthologies are selected using the same criteria as general fiction.
6. ***Express Books***: Duplicate popular titles are purchased if they receive heavy media coverage or high demand is anticipated. Multiple copies of best sellers are acquired based on demand.
7. ***Paperbacks***: Appropriate paperbacks received as donations are added to the collection. Paperback romance novels are purchased based on good reviews and the popularity of authors. The paperbacks are weeded regularly to keep the collection current and in good repair.
8. ***Speaking of Books***: Speaking of Books is a collection devoted to book clubs. Multiple copies of selected titles for book club discussion and discussion guides constitute the collection.
9. ***Large Print Books***: Large print books are added to the collection using the same selection criteria as general collection. Emphasis is on fiction to meet demand.

Westport Public Library Collection Development Policy

10. **World Language:** A collection of fiction books in world languages represented in the community is maintained. Languages are selected to correspond to the current census.
11. **Arts:** Acquisitions support the strong artistic interests and activities of the community. Both classic and modern artists are represented in the fine arts. Interior design, handicrafts, antiques, photography and general histories of art are included. Catalogues raisonnés and books about art in current museum and gallery exhibits are added when possible.
12. **Biographies:** The Library acquires well-reviewed biographies and autobiographies of people of public interest or whose contribution has historical or cultural importance.
13. **Computers:** Current books about specific hardware and software, including manuals are acquired on the basis of reviews and anticipated demand. General information about computers and computer use in homes and small businesses is included. Upgrading this collection is a continuing priority.
14. **Economics/Business:** Business materials are used heavily and are selected accordingly. General business information including titles on management, taxes, accounting and marketing are included, as well as titles about personal finances and investments.
15. **Education/Career:** Emphasis is placed on college guides, scholarship information, educational test preparation and secondary school directories. Career guidance and resume titles are emphasized with multiple copies of popular titles.
16. **Engineering/Technology:** Basic handbooks and do-it-yourself titles on subjects such as automobile maintenance, navigation, wiring, plumbing, woodworking and building construction are included. Titles on inventors and inventions are included.
17. **Gardening/Animals:** Emphasis on gardening titles supports strong local interest. Information on domestic animals is maintained.
18. **Graphic Books:** Graphic format books are purchased in a variety of genres based on positive reviews and to meet demand.
19. **History:** The Library provides basic historical information for all areas around the globe. Titles relevant to current world events and concerned with history in the making are included. The history titles are selected to be useful to secondary school students, as well as to interested adults. Connecticut and Westport history is included.

Westport Public Library Collection Development Policy

20. **Home Economics:** Popular and classic cookbooks are acquired to meet high use. Titles on the history of culinary arts are included. Multiple copies of titles with heavy media coverage are purchased. Popular housekeeping and parenting titles are added on the basis of positive reviews or anticipated demand.
21. **Language and Literature:** The Library maintains a basic collection of American and English fiction, poetry and drama, as well as translations of classic works from other countries. Effort is made to acquire copies of plays being performed locally. Critical and analytical material is added as new titles are published. Comprehensive dictionaries of each major language are included. Grammar and phrase books are also included.
22. **Medicine:** The Library provides authoritative, up-to-date, understandable materials on health and specific diseases. The Library provides detailed and authoritative information on sex education and narcotic drugs. Books on medicine, surgery, psychiatry and related fields are selected for the layperson. Emphasis is on preventive medicine, personal fitness, diet, nutrition and public health concerns. Alternative medicine is included. Narrations about experience with various physical and mental conditions are also purchased. Histories of medicine, medical dictionaries and titles about first aid and home care are included.
23. **Music:** The Library maintains a strong collection of titles about music based on positive reviews and popular appeal. The history of music, musicians and performances, as well as printed music and songbooks are acquired to support the local interest in music. Self instruction books and information on various instruments are included. A collection of opera libretti is included.
24. **Performing Arts:** To support the active performing arts community in Westport, the Library acquires histories of theater, film, radio, television and dance. Titles on the crafts of performing arts are purchased to meet demand. Response to the high usage of this collection is continual upgrading.
25. **Philosophy/Religion:** A collection of the major schools of philosophy and works on the basics of Christianity, Judaism, Islam and other religions is maintained. Popular titles on spirituality are purchased to meet demand.
26. **Politics/Government/Law:** Emphasis is on United States politics and government. Every effort is made to acquire materials representing various points of view about current issues. Material for citizenship test preparation is included.
27. **Psychology:** General psychology, including the major theorists, is included. Popular psychology and parapsychology titles are acquired on the basis of reviews and high demand.

Westport Public Library Collection Development Policy

28. **Recreation/Sports:** The Library endeavors to maintain a current collection on a variety of sports and games, including instructional materials and histories.
29. **Science:** A current collection on the basic sciences and mathematics is maintained. Titles are purchased to support the educational needs of the community, not including textbooks. Self-instruction materials and popular works are acquired as needed.
30. **Sociology:** A basic collection with emphasis on current social problems and trends, such as aging, the changing family, crime, environmental issues and social services is maintained. Titles on weddings, etiquette and ceremonial activities are added, as needed. “True crime” titles are purchased to meet demand.
31. **Travel:** Travel books are heavily used and the Library maintains an up-to-date collection to meet demand. The emphasis is on guidebooks less than three years old, but well reviewed books of background information and accounts of travel are also acquired. Comprehensive guides, regional guides, hotel guides and restaurant guides are included.
32. **Audio Books:** Audio books are selected to build a collection of classic and popular titles. Every effort will be made to purchase unabridged works, with the exception of those available only in abridged format or specifically requested as abridged. Abridged items will not be replaced when they are lost or damaged. The bulk of audio books will be in CD format to comply with the equipment of most Library users. Some cassette audio books are also acquired. Criteria for audio books include quality of production and reading, positive reviews and Library users’ requests. Downloadable audios will be purchased based on patron response to the format.
33. **Video:** Videos are selected using the same criteria used for other materials according to availability and cost. Adult videos include entertainment and artistic films. Nonfiction videos supplement the print collection. Most of the videos, including nonfiction and older titles are purchased in DVD format to comply with Library users’ equipment. VHS format is purchased for popular titles and when it is specifically requested. VHS tapes will no longer be repaired or replaced.
34. **Music CDs:** These are selected to represent a broad spectrum of musical tastes. Considerations include excellence of interpretation and technique, importance of the artist, public requests, price and availability. Music representative of local concerts and local musicians is added if possible.
35. **Periodicals:** Subscriptions to periodicals are maintained to keep the Library collection up-to-date on current issues, to provide material not yet in book form, for reference work and for general reading. Hard copy periodicals are used more for browsing and

Westport Public Library Collection Development Policy

general reading, while online databases provide research resources. Back issues of periodicals, including microforms are kept commensurate with space and usage.

36. **Newspapers:** Newspapers are selected to meet reference and research needs for current and historical information. Weekly Westport newspapers are maintained in hard copy and in microfilm. Other local and national papers are supplied within budget and space limitations. The New York Times is maintained, with film and indices going back to 1916. Online access to full text of major national newspapers and many local newspapers across the country is also available.
37. **Westport History File:** Materials related to the history of Westport, including news articles, arts programs, town events, biographical material and Library events are collected here. Items are added as appropriate.
38. **Picture File:** A closed collection of a million and a half pictures used by professional and casual artists in the past, this file supports Library users looking for commercial drawings, photographs, and illustrations of various subjects.

XI. The Teen Collection

Teen materials are purchased for recreational reading for grade seven through high school. New titles are added based on good reviews and young adult award winners are included. Primarily fiction, the collection includes non-fiction suitable for recreational reading. Teens are expected to utilize the adult non fiction collection for research. Controversial titles will be considered based on merit and reviews. Multiple copies are added to meet demand. Titles, including the classics, are purchased to support the local school curriculum.

XII. The Children's Collection

This collection reflects an awareness of the developmental needs of children through grade eight. It contains material appropriate to different levels of reading skills, maturity and interests. Textbooks are not purchased unless the text constitutes the best source of available information.

New titles are added based on favorable reviews, children's book awards, Library users' requests and themes related to the local school curriculum. Both hardcover and paperback editions may be purchased and multiple copies are added to meet demand.

A reference collection is maintained to respond to the informational needs of children through grade eight.

The Children's Collection consists of the following 30 sub-collections:

Westport Public Library Collection Development Policy

1. Picture Books
2. Beginning Readers
3. Juvenile Fiction
4. Graphic Books
5. Agriculture
6. Arts
7. Biographies
8. Computers
9. Engineering/Technology
10. Fairytales/Folklore
11. Generalities
12. History and Travel-North America
13. History and Travel - Other than North America
14. Holiday Collection
15. Home Economics
16. Language and Literature
17. Medicine
18. Philosophy and Religion
19. Social Sciences
20. Psychology
21. Sports and Recreation
22. Science
23. Technology
24. Parent/Teacher Collection
25. Toy Collection
26. Periodicals
27. Audio Books
28. Videos
29. CDs
30. Computer Software.

Below is a description of and collection criteria for each sub-collection:

1. **Picture Books:** The Library maintains an extensive collection of picture books. New picture books are added based on favorable reviews, requests and themes related to local school curriculum. Replacement copies are provided whenever possible and duplicate copies will be purchased to meet high demand. Traditional and contemporary classics, including Caldecott winners and Honor books are included.
2. **Beginning Readers:** A fiction section of limited/controlled vocabulary is maintained. Levels are designated to reflect the current public school approach to reading instruction. School texts are not included.

Westport Public Library Collection Development Policy

3. **Juvenile Fiction:** This collection reflects awareness of the developmental needs of children through grade eight. It contains fiction appropriate to different levels of reading skills, maturity and interests. Popular series titles are purchased, as is fiction written about social issues of concern to children. The collection includes traditional and contemporary classics, as well as Newbery winners and Newbery honor books.
4. **Graphic Books:** A collection of graphic format fiction is maintained. It contains books reviewed favorably for elementary and younger middle school children.
5. **Agriculture:** Books about domestic animals are in this collection. Included are farm animals, as well as gardening and farming.
6. **Arts:** Children's books on arts and crafts, fine arts, jokes and riddles, music and songs, parties and games are included in the collection. Material is purchased to support the ArtSmarts program in the public schools. Biographies of artists and musicians are included.
7. **Biographies:** The Library maintains an extensive collection of biographies for children on many reading and interest levels. Collected biographies are included. Emphasis for purchasing reflects local school curriculum needs, such as explorers and black history, as well as popular contemporary figures.
8. **Computers:** Materials about computer technology are updated yearly.
9. **Engineering/Technology:** Science experiments, transportation, space sciences and biographies of scientists and leaders in technology are included in this collection.
10. **Fairytales/Folklore:** In this extensive collection, books are chosen to reflect a broad range of nationalities and cultures and also varying levels of reading skills and understanding. Many editions of popular tales with a variety of illustration styles and textural interpretation are included.
11. **Generalities:** Books of world records, sports records and other lists are added to the collection. Sets of general encyclopedia are part of the circulating collection. Bibliographies are part of the reference collection as are other general sources pertaining to children's literature.
12. **History and Travel – North America:** American history books are acquired on all reading levels with an emphasis on local school curriculum support. Historical encyclopedias and atlases, both circulation and reference works, are added based on content and ease of use. World geography books are added with an emphasis on North

Westport Public Library Collection Development Policy

- America and Connecticut. Travel books are added that emphasize a child's point of view.
13. ***History and Travel – Other than North America:*** Materials on ancient cultures are acquired to support the local school curriculum. Keeping the collection on countries and cultures of the world current is a priority, adding material on new/changing countries as needed. Reference material is purchased to provide backup information on both current and ancient cultures.
 14. ***Holiday Collection:*** This collection represents both religious and secular interests. Picture books, fiction and non-fiction titles are included. Multiple copies are added to meet demand. Classics may be added to the general collection.
 15. ***Home Economics:*** Children's cookbooks with an emphasis on food from other countries and easy family recipes are included.
 16. ***Language and Literature:*** This collection consists of children's dictionaries in English with a range of levels from primary through high school. Books on history, usage and sign language are included. Plays and poetry for children, both standard and popular, as well as biographies are purchased. A small collection of world language books for children is maintained. The emphasis is on picture books, but fiction, non-fiction and instructional material, including audio material for learning languages are part of the collection.
 17. ***Medicine:*** Anatomy, physiology, medical conditions and diseases are the focus of this collection.
 18. ***Philosophy and Religion:*** Titles are chosen with an emphasis on world religions and classical mythology as well as Bible stories. Prayer books for children are included, as are biographies of saints and important religious figures.
 19. ***Social Sciences:*** Works on politics and government, the environment and ecology and the military are included here, as well as biographies of notable figures. Material is purchased to support the local school curriculum.
 20. ***Psychology:*** This collection contains introductory works for children on philosophy and psychology and parapsychology. Books on witchcraft, astrology and other unexplained phenomena are added to meet demand.
 21. ***Sports and Recreation:*** Popular sports books, including how-to, are purchased. The collection also includes biographies, history and record books.

Westport Public Library Collection Development Policy

22. **Science:** In this broad collection, emphasis is given to science experiments, astronomy, and biography. Animals, biomes and dinosaurs are a large part of the collection. There is added emphasis on endangered and threatened animals.
23. **Technology:** This collection emphasizes energy, conservation, and inventors and inventions with an awareness of the current information in these fields.
24. **Parent/Teacher Collection:** Materials selected for parents and teachers include books on child care, child psychology and development, educational activities and reading. Practical, less scholarly, titles are acquired. Books about family travel are included. Picture books with sensitive topics such as AIDS, death and divorce are part of this collection. A small selection of periodicals for parents and teachers is also included. Local school curriculum kits and party kits with materials focused on various themes are also part of this collection.
25. **Toy Collection:** The Library maintains a collection of toys for home use that may include puzzles, games, puppets, musical instruments and manipulatives. Durable and attractive toys for babies through preschool and kindergarten are chosen to help develop perceptual skills which promote and support reading ability, assist in the development of math and science skills and engage a child's imagination.
26. **Periodicals:** Magazines in many subject areas for children of all ages and interest levels, as well as magazines for adults on child-related topics are included.
27. **Audio Books:** Children's audio books are selected to build a collection of classic and popular titles. Unabridged works are purchased when available. Abridged audios may be added to meet demand. CD format will be purchased, although some titles in heavy demand may be added in cassette format also. Criteria for purchase include quality of production and reading, positive reviews and requests. Downloadable audios will be added based on Library users' response to the format.
28. **Videos:** Criteria for video selection are the same as for the general collection according to availability and cost. Children's and Family videos are both feature length and short films and include classic and popular titles. Award winning films are included. Non-fiction videos are purchased to satisfy current interest. Videos based on children's television shows may be included. DVD format is purchased when available. VHS format is purchased when specifically requested.
29. **CDs:** This collection includes classical, children's and popular music, as well as storytelling. Considerations are excellence of interpretation and technique, importance of artist, requests, cost and availability. Music representative of local concerts and local musicians is added if possible.

Westport Public Library Collection Development Policy

30. **Computer Software:** The Library acquires software for use by the public. The circulating collection includes educational as well as entertainment material produced for children from preschool through middle school. Software is purchased to comply with Library users' equipment.

XIII. Annual Review

This policy will be reviewed every year by the Library Director and the Library's management team. Recommendations for revision will be sent to the Library Board for its approval.

Library Board and /or the Library staff may request that any section of this Collection Development Policy be reviewed at any time for clarification or reconsideration.

XIV. Enforcement

The provisions of this Collection Development Policy will be construed and enforced by the Library Director at his or her sole discretion. All decisions, determinations and actions taken by the Library Director with respect to this Collection Development Policy are final and are not subject to review.

XV. Amendment

The Library Board of Trustees reserves the right to amend this Collection Development Policy at any time.

Adopted by the Library Board of Trustees July 19, 2000; wholly revised October 19, 2005.