

Debra S. Fish Early Childhood Library Collection Management Policy

Objective

The Debra S. Fish Early Childhood Resources Library is the foremost source for resources on early childhood development. This policy is intended to guide the building and enrichment of the collection in accordance with the Library's mission, which is to "contribute to the optimal development and well-being of all young children by providing the best resources for the adults who support them." This document will outline the principles and procedures for selecting, de-selecting, and disposing of materials.

Selection of materials

The collection should reflect the diversity of the community, providing information in a variety of formats and at levels of complexity that meet the needs of all our patrons. Patron requests and interest in various early childhood subject areas are integral to the selection process, resulting in patron driven acquisition of materials.

There is no single set of selection criteria that can be applied in all cases. The Library's general selection criteria include:

- support of the Library's mission, vision and goals
- representation of diverse points of view
- currency, timeliness and accuracy of the content
- public demand
- relevance to the field of early childhood development
- relation to the existing collection
- cost
- positive professional reviews

Gifts

The Library welcomes gifts of materials with the understanding that the same standards of selection are applied to gifts as to materials purchased for the collection. Gifts are accepted with the following restrictions:

- the Library retains unconditional ownership of the materials;

- donated materials must be in excellent condition and published within the last three years;
- the Library makes the final decision regarding the use or other disposition of the gift.
- if a receipt is required for tax purposes, the library will provide one. We cannot, however, assign a dollar value to your donation.

Memorial gifts of physical resources or funds are accepted and personalized bookplates added to the inside covers of books.

The Library does not accept gifts of magazines, textbooks, computer manuals, condensed books, or any materials that are worn, stained, or mildewed. Prospective donors should contact the library to discuss donations and procedures before bringing them to the Library. The Library does not assign a value to the materials. It is a donor's responsibility to determine the value of the donated materials.

Evaluation and Management of the Collection

Ongoing and regular withdrawal of items is required to keep the collection current, to ensure its vitality and usefulness to the community, and to make room for newer materials.

Staff identifies

- damaged items,
- materials no longer used,
- and out-of-date materials.

Regardless of use, materials will be withdrawn if they are

- damaged,
- worn,
- have pages missing,
- contain dated or obsolete information,
- or have been replaced by a newer edition.

With certain exceptions, resources in the field of early childhood development are considered for removal from the collection within 3 – 5 years after their publication date. New editions of standard titles replace older editions in the collection as they become available. Regularly scheduled review also helps the Library evaluate the collection by identifying areas or titles where additional materials are needed.

Materials withdrawn from the collection will be disposed of in the most appropriate manner, which may include sale to the public, donation to another organization, or in some cases, discarding as waste.