



CRAGSMOOR FREE LIBRARY
COLLECTIONS – LONG RANGE PLANNING

APRIL 17, 2003 – revised draft MAY 30, 2003 – second revision June 18, 2003, third revision, November 7, 2003, revised November 18, 2004.

WEEDING AND REPLACEMENT POLICIES FOR COLLECTIONS

Weeding and replacement of the collection is on-going and performed primarily by the Director, with help from the Chair of the Collections Committee, and other volunteers or consultants. Weeding is done as necessary due to space considerations, condition of volume, or current relevance, as well as usage, of volume. Replacement is made to update information in needed subjects, to replace a damaged, lost or stolen copy still valuable to the collection, to add to a subject or subjects, etc. Projected weeding ratio is 1:1; as each new book is added to the shelves, another volume will be deleted as per the above and policies stated elsewhere, except where it would diminish the collection to do so. Patron requests also influence the content of the collection. Additions to the collection are made on a monthly basis by the Director and the Chair of the Collection Committee, with input from a book committee composed of interested Library patrons, unless otherwise stated. The Book Committee is comprised of the Director, the Collections Committee Chair, some members of the Board of Trustees and other patrons. The number of committee members is flexible and varies. This committee originally was formed in 1995.

NB: The Book Committee is particularly unique in library acquisition practice. While items for purchase may be submitted for consideration by patrons, and is a right of members of the staff, it is generally the Director of a library who is responsible for materials selection. Of special note in making the selection process, the American Library Association states that, "There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter suitable for adolescents, or inhibit the efforts of writers to achieve artistic expression." Along with other statements made by the ALA, it is apparent that it is not the Book Committee's job to judge the literary merit of popular materials, or to limit the scope of what our borrowers may wish to read. The Committee's job is to create a collection with as wide a scope as possible to provide patron choice in reading.

ADULT NONFICTION

The goal of this collection is to provide a well-rounded resource for the adult reader and researcher. Modern texts are interspersed with classic and/or historically valuable texts, geared toward the local community and its interests. We pride ourselves on a somewhat unique collection, often providing interlibrary loan patrons with books no other library has. Each month approximately 6-12 new volumes are added to this collection. Long-range goals are to continue to augment and improve this collection so that it remains a valuable resource to the patrons of this library and the library system. Two subjects to be augmented in the 2005 – 2006 year span are How-To books, and professional references for the Director and Trustees. In 2002 this collection numbered 3234 volumes; 199 were new additions.

ADULT FICTION

The goal of this collection is to provide a broad range of subject matter to satisfy the reading tastes of our patrons. The collection has a firm foundation in the classics, with all other literature well represented up to the present. The projected estimates for numbers to be weeded are on a 1:1 ratio, meaning that 10 – 20 volumes will be weeded per month, for a total of 120 to 240 per year, except where it would diminish the collection. Additions to the collection will number approximately 10-20 new volumes monthly. Long-range goals are to continue providing a diverse and enjoyable selection to our patrons and those of other libraries. In 2002 this collection numbered 3038 volumes; 126 were new additions.

JUVENILE NONFICTION

The goal of this collection is to provide our young and young adult readers and researchers with the materials they need for history, science, and other reports as required. The collection is divided into two age appropriate sections. In 2003 we have realized the need to update the holdings in this collection as many are out of date. Books are being weeded with a particular eye toward their outdated material and replacements are being reviewed and purchased. The Director is primarily in charge of this project, with help from the Chair of the Collections Committee. To aid in this project, the Director and the Chair will consult with Randall Enos, RCLS Children's Services Specialist, and other experts in children's library services as needed. The goal is to have the bulk of this project completed by June 2005. Topics needed to be updated, or added, are also indicated by patron's requests. Encyclopedias need to be replaced currently, and periodically. Weeding and replacement in all criteria is an on-going process, with a projected weeding ratio of 1:1 as current volumes replace outdated volumes, etc. Additions to the collection are normally made monthly, primarily by the selection of the Director. Long-range goals are to continue the upgrade of this collection and to keep it current for the maximum benefit to our young patrons. In 2002, this collection numbered 1301 volumes; 22 were new additions.

JUVENILE FICTION

The goal of this collection is to provide our young and young adult readers with books that delight, interest, and educate them while reading. This collection spans ages from children old enough to attend to a picture book to those entering adulthood, and is divided into two age appropriate sections. This collection also finds its base in the best children's classics and then carries through into current writers and stories. Selection of these books is made primarily by the Director. Projected estimate of new title, or replacement of worn out perennial favorites is 10 – 12 volumes per month. The long-range plans for this collection are to continue to provide reading material that delights, informs, and encourages kids of all ages/categories (and their parents). In 2002, this collection numbered 2403 volumes; 91 were new additions. As of May 2003, an intern is being sought to assist the Director with children's programs, possibly offering them all year-round to better serve each age group. One program that could be developed would be a

Cragsmoor History review, geared to older and younger age groups. Parents and community members would be urged to assist and participate.

EARLY CORE COLLECTION

This is a collection of the books that were donated by Mrs. Inness, Mrs. Dellenbaugh, and many others that comprised the original collection of what became the Cragsmoor Free Library. Some are held separately from the main stacks collections, others are still on the shelves. The goal for this collection is to find a suitable place to house those books that have already been removed from the lending shelves, as well as those that will be eliminated from the circulating collection over time.

PERIODICALS – ADULT

The goal of this collection is to provide our adult readers with magazines that provide information, entertainment or health and how-to advice, etc. We have a diverse collection, some members of which have been long-time staples, while others are newer additions. Most are purchased as subscriptions by the Library, but many are also donated by members of the community (as are many books). Again, the selection is geared toward the tastes and interests of the community. Titles are weeded according to space and usage. New titles are added according to space available and projected usage. The long-term goal is to continue to serve the community with a diverse periodical selection that meets their needs and desires, eliminating titles that generate little interest and adding titles that acquire a good reader base of support.

PERIODICALS – JUVENILE

The goal of this collection is to provide young readers with magazines that entertain and/or inform them. This is a smaller collection than the adult holdings, consisting of long-time staple titles. Newer titles are selected by the Director, and are subject to space considerations. The long-term goal for this collection is to provide young readers with periodicals that will continue to entertain and inform them.

VIDEO COLLECTION/VHS

The goal of this collection is to provide patrons young and old with entertainment, and information. This is a popular and active collection. Aside from the circulating video pool from RCLS, the library has in its collection, as of 2002, 430 items, 87 of which were new additions. Most titles are children's or adult's entertainment movies, both classics and more current releases. Some titles are documentaries. The entertainment videos are the major circulators in all age groups of this category. Weeding is based on condition of the tape, usage, and relevance to patron needs. A yearly review will be conducted to assess the collection. Titles that cover important subjects may be replaced with updated material; likewise popular videos that are in poor repair may be replaced by DVDs. VHS format is no longer being purchased. Additions are made only by donations.

VIDEO COLLECTION/DVD

The goal of this collection is the same as that for the old VHS collection. DVDs are now being purchased exclusively. A DVD Committee has been formed so that those interested in developing a foreign and art film component of the collection may do so. All monetary and actual DVD donations are welcomed. The budget allows for approximately 5 DVDs to be purchased monthly. This collection has a robust circulation in all categories.

ART COLLECTIONS

The goal of this collection is to provide aesthetic pleasure to our patrons and to preserve and protect those works of art given to the Library over the years. The collections also provide information to researchers and curators. In 2002 – 2003 updates for insurance purposes have led to a complete inventory and valuation of the art works, as well as the installation of an alarm system to increase their safety. Kaycee Benton, of Cragmoor, art historian and acknowledged expert on the Cragmoor artists, inventoried and appraised the 124 items in the art collections (some are individual pieces, some are collected works). The collection includes works by Charles C. Curran, E. L. Henry, Helen M. Turner, LeGrand Botsford, Milton Resnick, and others. Two quilts, made by Helen Turner and her sister, Lettie, have recently been restored, thanks to grants, and are now hanging in the Library, secure in humidity and light controlled frames. The long-term goal is to continue to preserve and protect these pieces/collections so that they may continue to delight and inform.

ARCHIVES/HISTORY ROOM

The goal of this collection is to preserve the wonderful and diverse history of the Cragmoor community – its people, its geology and geography, and its natural history. This material has a long history of providing researchers with information. Items in the history room are currently stored in acid free boxes, cases or envelopes, and bookcases. These archives consist of various materials – books, photographs, letters, maps, other papers, even a child's hand drawn picture and note. Some of the collection has been catalogued, but the work needs to be completed. As this work is completed, each photo, and all papers need to be copied. As any new material is given/ received, it also needs to be properly housed, copied and catalogued. This project of cataloguing, etc. will, by estimate, continue from 2003 into 2005, if not longer, as time of the Director and/or knowledgeable volunteers permits. Grants for assistance may be applied for, thus extending the time. Professional assessments, properly compiled will be necessary for grant applications. The long-term goal for the materials in the archives is to be made more accessible to staff and to the public, and to preserve and protect them in all ways needed. Currently, anyone wishing to research material from the archives must notify the Director, and sign the log book. Any copies required will be made by the Director. A new policy regarding materials not properly encased in protective envelopes will require the wearing of white cotton gloves to minimize wear and decay. These gloves will be supplied by the Library. As with the art collections, the long-term necessity is for a gallery addition that would provide optimal storage and room for a circulating display.

SUMMARY

The long-term goal for the Library is to maintain and improve its existing collections – of all kinds. As stated above, one important goal to strive for is the building of an addition to better house and display the collections. This goal will certainly occupy at least the next five years, and possibly more.

In addition, I intend to continue to study the collection management policies of other libraries and library systems. Then, I intend to write a draft set of policies as adjunct to the planning description for consideration by the Board and the public. Certain collection management policies may be circumscribed by standard library practice.

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