

Bristol Library  
6750 County Road 32  
Canandaigua, New York 14424  
585-229-5862  
[www.thebristollibrary.com](http://www.thebristollibrary.com)

**External Policy/Collection Development  
Policy #EP-3 Library Collections**

**Effective Date: 05/20/2020**

**APPLICATION: Personnel, Trustees, Patrons**

**STATEMENT OF PURPOSE:** The Bristol Library develops collections to promote literacy, support education, encourage lifelong learning, and to meet any diverse cultural, informational, or recreational interest of the community.

**POLICY:** It is the policy of the Bristol Library to provide and maintain a wide variety of materials and formats in the library collection to meet the literacy needs of all ages. Library collection procedures provide a method to ensure appropriate and relevant library offerings will continue to meet the needs of the community at large.

**RESPONSIBILITY:** The Board of Trustees will be responsible for drafting necessary procedures to ensure the policy is successfully implemented, and further to make every effort to ensure that sufficient funds are available in the budget to maintain the collections. The Library Manager and staff are responsible for purchase, processing, and making the collections accessible to the public in an appropriate manner.

**APPROVED: 05/20/2020 by the Bristol Library Board of Trustees**

**REVISED: DD/MM/YYYY by the Bristol Library Board of Trustees**

**REVIEWED BY/ON: (Legal Counsel and/or by a designated person after a period of time.)**