

The Collections

Reference collection. The New Hampshire State Standards are used as a guideline in maintaining the reference collection. The reference collection aims to provide users with information and/or access to information. Access to information includes the development and maintenance of a reference collection, including electronic sources. The goal is to satisfy both present and future users' information needs through constant evaluation of both the collection and the available sources of information. "Information" is herein interpreted in its broadest sense regardless of format or source.

Children's and Young Adult collection. The Seabrook Library makes the same effort to provide for a diversity of interest in the children's and YA collections as it does in the adult collection. The Library provides separate children's and YA collections tailored to the needs and interests of those age groups (children being from birth to grade 5, and YAs from grade 6 through high school). Materials for parents, teachers, and other childcare providers are housed in a designated area of the children's room.

New Hampshire Room. The Library collects and maintains a room for New Hampshire laws, histories, genealogies, current town and school reports and information, and fictional works that contribute to an understanding of local life and times. Preservation of archival materials is however not an objective of the Library, as Seabrook has a Historical Society headquartered in the old Brown Library, attached to the newer library building.

Brown Library. Because the Brown Library building is leased to the Historical Society of Seabrook for the Society's exclusive use, the Seabrook Library will not be responsible for allowing or disallowing access to the Brown Library as long as the lease is in force. No one will be admitted to the Brown Library by any of the Seabrook Library staff, nor will any of the Seabrook Library staff enter the Brown Library unless accompanied by a member of the Historical Society. All requests for entry to the "Old Building" will be redirected to the Historical Society unless the requestor possesses a key to the Brown Library, in which case he may enter and leave at will while the Seabrook Library is open. No one may enter the Brown Library when the Seabrook Library is closed. While the lease is in force and due to security concerns, the Seabrook Library will not use the Brown Library for any functions or purpose. This policy does not pertain to the two study rooms or Tutor Rooms, housed in the connector building, which are the responsibility of the Seabrook Library.

Collection limitations. Because Seabrook Library is a small public library, the collection must be broad in scope. Space limitations and practicality require the Library to confine its collections within the boundaries defined by this policy. The Library encourages patrons to consider using our Interlibrary Loan service or a research library such as the University of New Hampshire for more specialized research. Similarly, the children's and YA collections are not

intended to directly support the school curricula, but to offer alternatives and supplementary materials in addition to recreational needs.

Deselection. The criteria for deselection (formerly known as “weeding” and “discarding”) of materials from the collection are the same as those for inclusion. Materials containing outdated information are discarded regularly, while those deemed to be of long-term or permanent value or interest are retained on the shelves. Other criteria for discarding of materials include duplication of titles no longer in demand; inaccurate information; worn or damaged materials not considered worth repairing or rebinding.

Conservation. The Library staff repairs damaged items worth the cost of staff time and effort to keep in the collection, using appropriate repair methods and materials. Books that cannot be properly mended and are out of print and valuable to the collection may be candidates for rebinding.

Duplication. The Library considers the multiplicity of reserves as a guide for duplication of items.

Replacement. The Library does not attempt to replace every copy withdrawn due to loss, damage, or wear. Community interest and the availability of newer and/or other format items will be the primary considerations. A replacement title is subject to standard selection criteria.