

COLLECTION DEVELOPMENT POLICY

I. DEFINITIONS

Collection Development includes the planning, selection, acquiring, cataloging, and weeding of the library's collections of all formats.

Library Materials include, but are not limited to the following: books, e-books, periodicals, pamphlets, government publications, reference works, newspapers, microfiche, microfilm, audiocassettes, CD's, DVDs, large print materials, Blind and Physically Handicapped materials (Books on Tape, braille books, etc.), maps, CD-ROM software, educational on-line databases, and the Internet.

Weeding is the regular, on-going, and systematic evaluation process whereby library materials are withdrawn from the collection based on specific criteria such as outdated, worn, damaged, and/or duplicated materials. These criteria are outlined in detail in the professional publication *The Crew Manual*.

II. OBJECTIVES

As a publicly funded institution, Red Hook Public Library serves the people of Red Hook as a gateway to resources for managing and enriching their lives. The library encourages independent learning, responds to the information needs of all ages, and supports educational endeavors for patrons of all ages. Red Hook Public Library nurtures a love of reading, fostering literacy in children and making connections for readers throughout their lives. The library promotes an informed and enlightened citizenry and strives to strengthen the fabric of the community.

The primary goal of collection development is to provide the best possible collection with the financial resources available. The decision to select any item for the collection is based on demand, anticipated need, and the effort to maintain a wide and balanced collection.

In the development of its collection, Red Hook Public Library recognizes that it is impossible for a library of its size to provide a balanced, comprehensive collection that is strong enough to meet all community needs. As a member of Mid-Hudson Library System, it has an automated resource sharing network that supplements its resources with materials borrowed from other libraries in the consortium.

The library patron is an important part of the selection process. An individual request from a patron for a title may be honored if the request conforms to the guidelines outlined in this policy statement. The library has a suggestion box near its entrance. Suggestions regarding services and other aspects of library operations are also encouraged.

The Board of Library Trustees considers and adopts a Collection Development Policy, which they authorize the Library Director to administer. The Director designates staff to develop selection and

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acquisition procedures and to make purchasing decisions subject to approval. The Director allocates the materials budget annually.

III. SELECTION CRITERIA

Red Hook Public Library recognizes that its patrons have diverse interests, backgrounds, cultural heritages, social values, political views and needs. All patrons are free to reject for themselves any materials which do not meet their approval. This freedom does not include the right to restrict the freedom of others to read and inquire.

Library materials are selected on the basis of informational, educational, cultural, and recreational value. These materials are selected in compliance with the mission and goals of the library. The following general criteria are also used in selecting materials for addition to the collection:

1. Relevance to Library's mission and service roles
2. Permanent value as standard work
3. Current appeal and local demand
4. Informational and recreational needs of users
5. Budget
6. Authority, accuracy, and artistic quality

Reviews are a major source of information about new materials. The primary source(s) of reviews are: *School Library Journal*, *Library Journal*, *New York Times Book Review*, *Publisher's Weekly* and other relevant industry publications. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Therefore, consideration is given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole.

The library strives to maintain materials representing all sides of an issue in a neutral, unbiased manner. Selection of materials by the library does not mean endorsement of the contents of views expressed in those materials. The existence of a particular viewpoint in the collection is an expression of the library's policy of intellectual freedom, not an endorsement of that particular point of view. The library provides service to all within the framework of its rules and regulations and does not knowingly discriminate in its material selection regarding race, creed, sex, occupation or financial position.

IV. RESPONSIBILITY FOR SELECTION

The ultimate responsibility for materials selection and the development of the library collection rests with the Library Director, who operates with the framework of policies determined by the Board of Trustees.

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V. FORMATS OF MATERIALS

Red Hook Public Library considers all types and formats of media to be in the realm of human expression and part of the human record. Because the library functions in a rapidly changing society, it is flexible about changes in communicative material, both in form and style of expression. The library does not reject materials for acquisition solely on the basis of medium. Materials in alternative formats are judged in terms of the Criteria for Materials Selection. Factors governing the choice of format include anticipated use, storage requirements, ease of access, and the format of earlier editions. When all other factors are equal, ease of access by the public should be the primary consideration.

VI. GIFTS, MEMORIALS, AND DONATIONS

The library accepts gifts, donations, and will purchase memorials. The library reserves the right to evaluate all gifts, donations, and memorial requests in accordance with the criteria applied to purchased materials. Those which do not meet the library's objectives and policies may be refused, or disposed of as the Director sees fit. Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. It is desirable for gifts or for specific titles to be offered after consultation with the Library Director.

Red Hook Public Library does not appraise gift materials for tax purposes. The library will, upon request of the donor, provide a written receipt for gifts, indicating the number and general description of materials. No other conditions may be imposed relating to any gift, donation, or memorial either before or after its acceptance by the library.

VII. WEEDING OR WITHDRAWAL OF MATERIALS

The withdrawal of materials, also called weeding, of the collection is an ongoing process directly related to collection development. Red Hook Public Library maintains the quality of the collection by retaining or replacing essential materials and by removing items that are outdated, damaged or worn out, duplicated, no longer accurate, and no longer used may be removed from the collection. The library does not automatically replace all items that are removed because of loss or damage.

The professional staff of the library, under the general direction and supervision of the Library Director, will be solely responsible for the weeding of the collection. Items removed from the collection may be sold, given away, recycled, discarded, or otherwise disposed of at the discretion of Red Hook Public Library.

VIII. ACCESS

The Board of Trustees recognizes that full, confidential, and unrestricted access to information is essential for patrons to exercise their rights as citizens. The Board believes that reading, listening, and viewing are individual, private matters. While anyone is free to select or reject materials for themselves or their own minor children, the freedom of others to read or inquire cannot be restricted. The Library Collection Development Policy

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does not stand in loco parentis. Parents and guardians, not the Library, have the responsibility to guide and direct the reading, listening, and viewing choices of the own minor children. Selection of adult collection materials should not be inhibited by the possibility that the items may be utilized by minors.

Red Hook Public Library does not select, retain, or remove materials on the basis of anticipated approval or disapproval of any group of patrons, but solely on the basis of the standards stated in this policy. Library materials will not be marked or identified to show approval or disapproval of their contents. All patrons will have free access to all materials, and no materials will be sequestered (except items that need protection because of rarity, cost, potential for loss, fragility, or unsuitability of format for heavy use).

IX. COMPLAINTS AND REQUESTS

This policy defends the freedom to read, view and hear. The Board of Trustees considers all materials selected under this policy to be constitutionally protected under the First Amendment of the United States Constitution. If a patron claims that a particular item is not constitutionally protected, the burden of proof rests with the patron.

The Board of Trustees recognizes the right of individuals to question materials in the library collection. Patrons who object to the presence of certain materials in the collection and who are unwilling to accept that the inclusion of these materials conforms to the goals, principles, and standards outlined in this policy will be referred to the Library Director who will discuss the matter with the complainant.

If the patron is dissatisfied with the Director's decision or the written reply, he or she may appeal the decision to the Board at a regularly scheduled Board meeting. The Board, after receiving public testimony from the patron, Mid-Hudson Library System, American Library Association Office for Intellectual Freedom, the New York State Intellectual Freedom Committee, and from the Director, will decide whether or not library policies have been followed and whether to add or withdraw the material in question. The Board will issue a written report within ninety days of the receipt of the challenge containing its decision and recommended action regarding the challenged material.

The library will not consider the removal of an item on grounds of obscenity or for any other reason covered by law unless a court of competent jurisdiction has ruled against it. An item will be considered for removal only once in a twelve-month period.

Materials subject to complaint shall not be removed from use and circulation pending final action. If a court having jurisdiction over the library decides that any material in the collection is unprotected by the Constitution of the United States, such material will be removed immediately. Material under court consideration will remain available to patrons until a final ruling is made.

Patrons may request that the library acquire specific items. The library will consider the request in terms of whether the items conform to the goals, principles, and standards outlined in this policy; the availability and cost of the items; and the likelihood of general interest in them.

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Challenge of Materials in Red Hook Public Library

Date _____

Name of complainant _____

Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Red Hook Public Library Card Number _____

Are you making this challenge as an individual? _____yes _____no

Or as the representative of an organization? _____yes _____no

If you are representing an organization, please provide the name and address of the organization

Type of item you are challenging (fill out a separate form for each item challenged):

Book _____ Audio _____ Video _____ Magazine _____ Newspaper _____ Computer Program _____
Other _____

Title of item _____

Author _____

Publisher/Distributor/Producer _____

Date of Publication _____

What brought this item to your attention?

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Is your objection to this item based upon your own exposure and reaction to it, upon complaints made about it directly to you by others, or upon reports you have heard about?

Have you read, viewed, or listened to this item in its entirety? If not, what portions have you read, viewed, or listened to? (List portions by page number, time into CD, or other identification)

To what specific aspects of this item do you object? Cite specific pages, passages or scenes. Can you suggest any materials to provide additional information or other viewpoints on this topic? (Use back of page and any additional space if necessary).

Signature _____

Date _____

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