

## **Collection Development & Materials Selection Policy Easton Library**

### **Materials Selection Policy**

This statement will establish policies to guide the staff and inform the public about the principles on which selections are made to develop the collection of the Easton Library. This does not replace the judgment of the librarians, but states goals and indicates boundaries to assist them in choosing.

The major goal of the Library is to secure the informational, educational, cultural and recreational materials to fit the needs of the residents in the area served.

### **Definition**

The word "materials" has the widest possible meaning; it may include books, government documents, pamphlets, maps, magazines, newspapers, manuscripts, films, sound discs and tapes, slides, posters, videotapes, games, original or reproduction artwork.

"Selection" refers to the decision that must be made to add a given item to the collection or to retain one already in the collection. It does not refer to guidance in assisting a library user.

### **Responsibility for Materials Selection and Collection Development**

Final responsibility for selection and development of the collection lies with the Board of Trustees of the Library. However, the Board delegates authority to the Librarian to interpret and guide the application of the policy in making day-to-day decisions.

### **Duties of Librarians**

All staff members selecting library materials will be expected to keep the objectives in mind and apply their knowledge and experience in making decisions.

### **Criteria of Selection**

The primary object of selection shall be to collect materials of contemporary significance and of permanent value. The Library also recognizes an immediate duty to make available materials for enlightenment and recreation, even though these materials may not have enduring interest or value. No item in a library collection can be indisputably accepted or rejected by an established given guide or standard. However, certain basic principles can be applied as guidelines. Every item must meet such of the following criteria as are applicable to its inclusion in the collection.

- The degree and accomplishment of purpose.
- Authority and competency of the author, composer, filmmaker, etc.
- Comprehensiveness in breadth and scope.
- Sincerity and fundamental objectivity.
- Clarity and accuracy of presentation.
- Appropriateness to the interests and skills of the intended users.
- Relation to existing collections.
- Relative importance in comparison with other materials on the subject.
- Importance as a record of the times for present and future use.

Suggestions from readers are welcome and given serious consideration within the general criteria; however, a final decision for purchase rests with the Library.

### Use of Library Materials

The Library recognizes that many materials are controversial and that any given item may offend some library users. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection and to serving the interests of residents of the Library's service area. Should a patron make a complaint about library materials, he will be asked to fill out a request for reconsideration of the library's materials. This will be referred to the Librarian for consideration and reply and to the Board if the Librarian deems it advisable.

Library materials will not be marked or identified to show approval or disapproval of the contents, and no item will be sequestered except for the express purpose of protecting it from injury or theft.

The use of rare and scarce items of great value may be controlled to the extent required to preserve them from harm, but no further.

Responsibility for the reading, listening and viewing of library materials by children rests with their parents or legal guardians. Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of children.

### Guidelines for Selection and Collection Development

- The Library takes cognizance of the purposes and resources of other libraries in the region and shall not needlessly duplicate functions and materials. Through membership in the Southern Adirondack Library System and its cooperation with the Capital District Library council, the resources of other libraries in the region will be made available through inter-library to loan and other means to the Library's patrons to the extent possible.
- The Library acknowledges the purposes of educational programs for students of all ages provided by the educational institutions in the area. Curriculum-related materials for these programs are provided where the materials also serve the general public or where they provide information not otherwise available.
- Legal and medical works will be acquired only to the extent that they are useful to the layman.
- The Library acknowledges a particular interest in local and state history; therefore, it will seek to acquire appropriate state, county and local public documents, and it will take a broad view of works by and about New York authors as well as general works relating to the State of New York. However, the Library is not under obligation to add to its collections everything about New York or produced by authors, printers, or publishers with New York connections. The Library will attempt to collect comprehensive works about the local community, and to the extent possible, about surrounding communities.
- Because the Library serves a public embracing a wide range of ages, educational backgrounds and reading abilities, it will always seek to select materials of varying complexity.
- In selecting materials for the collection, the Library will pay due regard to the special, commercial, industrial and civic enterprises of the community.

### Gifts

The Library accepts gifts of materials and is grateful for such gifts, but it reserves the right to evaluate and dispose of them in accordance with the criteria applied to purchased materials. Gifts which do not accord with the Library's objectives and policies will be refused, sold at the

Library's book sales, or otherwise disposed of according to law. No conditions may be imposed relating to any gift either before or after its acceptance by the Library. The Library cannot appraise gifts for their value for tax purposes or other purposes.

Maintaining the Collections

Librarians are expected to use good judgment to remove from the collections whatever no longer serves a need, and to refurbish, by rebinding or other means, materials which might suffer deterioration if not so cared for.

Revision of Policy

This policy will be revised as times and circumstances require.

Adopted by Board of Trustees, Easton Library on April 13, 1992.