

Collection Development

SUBJECT: Collection Development Policy
LIBRARY: Easton Library in the Town of Easton, NY
APPROVED BY: Easton Library Association Board of Trustees
INITIAL APPROVAL: June 6, 2022
REVISED DATE: August 11, 2026
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Purpose

The Easton Library (“Library”) exists to enrich the lives of our community by providing access to ideas, information, lifelong learning, and recreational reading in a welcoming environment. The Library strives to build and maintain a collection that reflects the diverse interests, educational needs, and informational needs of the community it serves.

This Collection Development Policy establishes the principles and procedures used to select, maintain, evaluate, and reconsider library materials. It is intended to guide library staff and the Board of Trustees in developing a balanced collection while providing transparency to the public regarding how materials are selected and managed.

The Library recognizes that no collection can contain every published work or represent every viewpoint. Selection decisions are made using professional judgment, established selection criteria, community needs, available resources, and the Library’s mission.

The Easton Library supports every individual’s freedom to read, view, listen, and explore ideas. The Library does not endorse every idea contained within its collection, nor does the presence or absence of an item imply agreement or disagreement with its content. Rather, the collection is developed to provide opportunities for education, discovery, recreation, and informed decision-making.

This policy is intended to comply with New York State Education Department minimum standards for public libraries and shall be reviewed periodically by the Board of Trustees.

Scope of the Collection

The Easton Library develops and maintains a collection that serves residents of all ages and backgrounds. The collection includes materials that support lifelong learning, literacy, personal enrichment, cultural awareness, recreation, and access to reliable information.

Materials may be acquired in a variety of formats, including but not limited to:

- Books
- Audiobooks

- Large print materials
- Periodicals and newspapers
- DVDs and other audiovisual materials
- Digital resources and electronic materials
- Online databases
- Special collections of local or historical significance
- Other emerging formats as technology and community needs evolve

The Library seeks to provide materials representing a broad range of viewpoints, experiences, interests, and subjects. Because of space, budget, and community needs, the collection is necessarily selective rather than comprehensive.

Collection priorities are based on the needs and interests of the community while recognizing Easton Library's participation in the Southern Adirondack Library System (SALS), which provides access to additional materials through resource sharing and interlibrary loan.

Selection Objectives

The Library strives to develop a balanced collection that:

- Supports the educational, informational, cultural, and recreational needs of the community.
- Encourages lifelong learning and literacy.
- Reflects a diversity of viewpoints and experiences.
- Preserves materials of local historical significance.
- Provides access to materials in a variety of formats.
- Uses available funds responsibly while maintaining a balanced collection.

Selection Principles and Methods

Library materials are selected based on their overall value to the collection rather than the viewpoints expressed by the creator. Selection decisions are made using professional judgment and established criteria. No single criterion determines whether an item is added to the collection. The Library recognizes that individuals may not agree with every item in the collection. Parents and legal guardians are responsible for guiding their own children's use of library materials. Responsibility for one family's reading choices shall not limit access for others.

The Library supports the principles of intellectual freedom as expressed in the American Library Association's **Library Bill of Rights** and **Freedom to Read Statement**, while complying with all applicable federal and New York State laws.

Selection Criteria

Materials may be selected using one or more of the following criteria:

- Community interest or demand
- Accuracy and reliability of information
- Quality of content and presentation
- Reputation or qualifications of the author, creator, or publisher
- Timeliness or lasting value
- Diversity of viewpoints represented
- Suitability of format
- Relationship to the existing collection
- Budget and available space
- Availability through the Southern Adirondack Library System or interlibrary loan

No material will be excluded or removed solely because of the origin, background, or views of its creator or because of partisan or doctrinal disapproval.

Responsibility for Materials Selection

Responsibility for selecting library materials is delegated by the Board of Trustees to the Library Director. The Director may consult with library staff, professional review sources, community requests, and subject experts when appropriate.

The Board establishes policy but does not participate in the routine selection of individual materials. The Board is responsible for considering formal requests for reconsideration in accordance with this policy.

Collection Maintenance

The collection is reviewed regularly to ensure that it remains accurate, relevant, accessible, attractive, and responsive to community needs.

Materials may be withdrawn, repaired, replaced, or relocated based on factors including:

- Physical condition
- Accuracy or currency of information
- Use and circulation
- Duplication
- Space limitations
- Availability of newer editions or formats
- Relevance to the collection

Withdrawal of materials is considered a normal part of responsible collection management and does not imply censorship.

Gifts and Donations

The Library welcomes gifts of materials that support its mission and collection objectives.

All donated materials are evaluated using the same selection criteria applied to purchased materials. Acceptance of donated materials does not guarantee their addition to the collection.

The Library reserves the right to determine the disposition of donated materials. Items not added to the collection may be sold, donated, recycled, or otherwise disposed of at the library's discretion.

Historical collections are also governed by a separate acquisition/selection policy for such materials.

The Library does not generally accept materials with restrictions on ownership, location, or use.

Purchase Suggestions

The Library encourages recommendations from community members.

Suggestions for purchase are evaluated using the same selection criteria applied to all materials. Submission of a request does not guarantee purchase.

Patrons are encouraged to utilize interlibrary loan services when requested materials are not added to the collection.

Requests for Reconsideration of Library Materials

The Easton Library recognizes that individuals may occasionally question the inclusion of specific materials in the collection. The Library is committed to considering such concerns respectfully, thoughtfully, and through an established process.

A request for reconsideration asks the Library to review a specific item using the same professional standards and selection criteria applied when it was originally selected. It is not presumed that the filing of a request warrants removal or restriction of access. Before submitting a written request for reconsideration, individuals are encouraged to discuss their concerns with the Director to resolve questions informally.

Only residents of the Easton Library service area may submit a formal Request for Reconsideration.

Reconsideration Procedure

1. The requester shall complete the Library's Request for Reconsideration of Library Resources form.
2. The Director shall review the request, the challenged material, relevant professional reviews, and this Collection Development Policy.
3. The material shall remain available during the reconsideration process.
4. The Director shall provide a written recommendation to the Board of Trustees within 45 days of receiving a request.
5. The Board of Trustees shall review the recommendation and render a final decision at the next regular meeting or at a special meeting called for this purpose.
6. The Board's decision shall be communicated in writing to the requester and shall be considered final.
7. A reconsideration request for the same material will generally not be considered again unless substantial new information becomes available.