

COLLECTION DEVELOPMENT and MATERIALS SELECTION POLICY

The purpose of this statement is to establish policies to guide staff and to inform the public about the principles upon which selections are made to develop the collections of the CVW Long Lake Public Library.

Goal and Objectives:

The primary objective of collection development and materials selection shall be to collect materials of contemporary significance and of permanent value to meet the informational, educational, cultural, and recreational needs of the residents of the library's service area. This may include materials in all media such as books (hardbound and paperbound), government documents, pamphlets, maps, magazines and journals, newspapers, broadsides, manuscripts, films, filmstrips, sound discs, sound tapes, slides, posters, DVDs, games, and art reproductions or original art work. The library will always be guided by a sense of responsibility to both the present and future in adding materials which will enrich the collection and maintain an overall balance. The library also recognizes an immediate duty to make available materials for enlightenment and recreation even though such materials may not have enduring interest or value.

Responsibility for Materials Selection and Collection Development:

Final responsibility for selection and development of the collection lies with the library board of trustees. However, the board delegates authority to interpret and guide the application of the policy in making day-to-day selections to the library director. With approval of the board of trustees, the director may authorize other staff to apply this policy in building the collection. All staff members selecting library materials will be expected to keep the objectives in mind and apply their knowledge and experience in making decisions. The director will present comprehensive information regarding collection development and materials selection to the board when appropriate.

Criteria of Selection

Although no item in a library collection can be indisputably accepted or rejected by any established given guide or standard, the criteria listed below should be used as applicable.

- The degree of accomplishment of purpose
- Authority and competency of the author, composer, filmmaker, etc
- Comprehensiveness in breadth and scope
- Sincerity and fundamental objectivity as it relates to the collection as a whole
- 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.

Use of Library Materials:

The library recognizes that many materials are controversial and that any given item may offend some library user. 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 serving the interests of residents of the library's service area.

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 items and items of great value may be controlled to the extent required to preserve them from harm.

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

Guidelines for Selection and Collection Development:

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. The library acknowledges the purposes of educational programs for students of all ages provided by the educational institutions in the area. Textbooks and curriculum related materials for these programs may be 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 layperson. The library acknowledges a particular interest in local and state history; therefore, it will seek to acquire materials appropriate to that interest.

In selecting materials for the collection, the library will pay due regard to the special commercial, industrial, cultural, and civic enterprises of the community.

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 loan and system access to the library's patrons to the extent possible.

A Collection Recommendation Form is available.

Gifts:

The library accepts gifts of materials and is grateful for such gifts, but it reserves the right to evaluate and to use them in accordance with the criteria applied to purchase 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 the gifts for their value for tax purposes or other purposes.

A Donation Receipt Form is available

Maintaining the Collection:

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 have deteriorated.

Challenges to Materials in the Collection:

The library rejects any censorship of materials in the collection which meet the established criteria and will abide by the policies contained in its censorship policy attached.

Receipt of Gifts

The library is pleased to accept donations of money, books, or other library materials, equipment, etc., as well as bequests or memorials in honor of deceased relatives or friends.

Such materials will be screened by the same selection policies as are used for purchase and will be added to the library or its collection only when needed to meet collection goals. If not added, the library has the right of disposal and may sell, give away, or discard the item (s) at its discretion.

Although the library will not accept materials, equipment, etc. which are not outright gifts, so-called "conditional" gifts may be accepted by majority vote of the Board of Trustees. For example, the Board may vote to accept a donation dedicated to Adirondack materials; or it may accept a collection of children's books on condition that the collection be named after its donor if the donation is an outright gift, conferring on the library the right to use the materials and dispose of them as it sees fit. A thank you note will be sent for all donations.

Revision of Policy

This policy will be revised as times and circumstances require.

Adopted November 27, 2012