

# Materials Selection and Collection Development Policy

*Revised & Approved June 11, 2012*

## **Objectives**

The purpose of the Kinderhook Memorial Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs. The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection. The Library Bill of Rights and The Freedom to Read Statement have been endorsed by the Kinderhook Memorial Library Board of Trustees and are integral parts of the policy.

The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

## **Responsibility for Selection**

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Kinderhook Memorial Library Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the director must answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

## **Criteria for Selection**

The main points considered in the selection of materials are:

1. individual merit of each item
2. popular appeal/demand
3. suitability of material for the clientele
4. existing library holdings
5. budget

Reviews are a major source of information about new materials. The primary source(s) of reviews are: Booklist, School Library Media Journal, and The New York Times Book Review.

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, not on a part taken out of context.

### **Interlibrary Loan**

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection. In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Kinderhook Memorial Library agrees to lend its materials to other libraries through the same interlibrary loan network.

### **Gifts and Donations**

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the director can dispose of them as he/she sees fit. The same criteria of selection which are applied to purchased materials are applied to gifts. Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. It is desirable for gifts of or for specific titles to be offered after consultation with the library director. Book selection will be made by the director if no specific book is requested.

It is not within the Library's domain to assess the financial value of donated materials. However, a list of gift materials will be given to the donor if it is requested before the materials have been processed.

### **Weeding**

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

### **Potential Problems**

The Kinderhook Memorial Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

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

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Should any patron of the Kinderhook Memorial Library raise a question about any materials provided by the Library being in any way objectionable, the complainant must file a written complaint with the Library Director on the form provided for this purpose. The complainant must be properly identified before the request is considered. No action will be taken before the complaint is brought before the Board of Trustees. The written complaint will be presented to the Board of Trustees at its next regularly-scheduled meeting.

The Board shall assign a subcommittee to review the challenged material which will:

1. Consider the specific objections to the material voiced by the complainant;
2. Weigh the values and faults of the material as a whole;
3. Where appropriate, solicit advice or opinion from the Library Director, library staff, other library directors, the Mid-Hudson Library System, the American Library Association Office for Intellectual Freedom and the New York State Intellectual Freedom Committee. The subcommittee will also refer to the library's collection development policy;
4. Issue a written report within ninety days to the Director containing its recommendations concerning any complaint.

The Director shall review the report of the Board and notify the complainant.

The Board of Trustees of the Kinderhook Memorial Library has delegated the responsibility for selection and evaluation of library resources to the Library Director, and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures.

If you wish to request reconsideration of library resources, please return the completed form to: Library Director, Kinderhook Memorial Library, P.O. Box 293, Kinderhook, New York 12106.

**Date** \_\_\_\_\_

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone** \_\_\_\_\_

Which of the following do you represent?

\_\_\_\_\_ Self      \_\_\_\_\_ Organization \_\_\_\_\_

Resource on which you are commenting:

\_\_\_\_\_ Book                      \_\_\_\_\_ Library Program

\_\_\_\_\_ Audio                      \_\_\_\_\_ Newspaper

\_\_\_\_\_ Video/DVD                      \_\_\_\_\_ Electronic

\_\_\_\_\_ Magazine                      \_\_\_\_\_ Other (please specify)

\_\_\_\_\_

Have you examined (read/seen/heard) the material in its entirety? \_\_\_\_\_ Yes \_\_\_\_\_ No

Author \_\_\_\_\_

Title \_\_\_\_\_

Publisher/Producer \_\_\_\_\_

What brought this resource to your attention? \_\_\_\_\_

\_\_\_\_\_

Is your objection to this material based upon your personal exposure to it, upon reports you have heard, or both?

\_\_\_\_\_

