

Kinderhook Memorial Library

Materials Selection/Collection Development

Revised and Approve: June 11, 2012
Revised and Approved: October 12, 2020
Revised and Approved: April 13, 2022
Revised and Approve: January 17, 2023
Revised and Approved: December 19, 2023

Objectives:

The Kinderhook Memorial Library recognizes that individuals within the community have diverse interests, backgrounds, cultural heritages, social values and needs. The Library further recognizes that the Library serves all of the people within the community regardless of age, race, national origin, political or social views, religious affiliation, mental, emotional or physical conditions, gender identity and/or sexual orientation.

Our goal is to offer the widest diversity of views and expressions, including those which may be unorthodox or unpopular with the majority or controversial in nature. The Library's decision to acquire or remove materials from its collections will not be determined by partisan or doctrinal points of view. Furthermore, the selection of materials by the Library does not constitute endorsement of the material's content.

The Kinderhook Memorial Library supports intellectual freedom and has adopted the following statements as policy: ALA Library Bill of Rights, ALA Freedom to Read and Freedom to View Statements. *See attached links to read the statements.*

Responsibility for Selection:

The ultimate responsibility for selection of materials and collection development 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 staff who are qualified by reason of education, training, and experience. However, as 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 of Books, e-Books, Periodicals and Audiovisual Materials:

The Library bases the overall size of the collection on: the size of the building; the limitations of budget and space; the population of the service area; the number of materials already in the collection. The Director consults professional metrics to help optimize the collection for the community.

Reviews are a major source of information about new materials. Primary source of reviews may be based, but is not limited to, the following sources: Booklist, School Library Media Journal, and The New York Times Book Review.

The decision to include or exclude a particular item in the library's collection may be based on, but is not limited to, a number of considerations listed below.

- Timeliness
- Effective expression and artistic excellence
- Evaluations in professionally recognized critical guides
- Significance of subject
- Educational and informational value
- Representation of various points of view
- Availability of material elsewhere
- Funds and space
- Interests and needs of individuals in the community
- Permanent value as source material
- Vitality and originality of thought
- Relation to other materials and existing areas of coverage to maintain a well-balanced collection
- Author's reputation or significance
- Accuracy and authoritativeness

In purchasing new materials, the Library makes a distinction between those which depict prejudice as an aspect of real life and those which offer derogatory stereotypes as valid representations. The latter are not added to the collection. However, materials which authentically portray a period or way of life are accepted even if stereotyping is included. Materials which portray the prejudices of real or fictional characters are also considered acceptable. Materials recognized as classics are acceptable even though they may contain passages widely viewed as objectionable by current standards.

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 they see fit. The same criteria of selection that are applied to purchased materials are applied to gifts. 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.

Weeding:

Weeding is the continual withdrawal and replacement process utilized to maintain an up-to-date, attractive and useful collection. It is an on-going process and is the responsibility of the Library Director and is authorized by the Board of Trustees. The professional Library staff, under the direction and supervision of the Library Director, are solely responsible for the weeding of the collection.

The Library withdraws items from the collection, based on the policy of elimination of outdated materials, materials no longer of interest or demand, unneeded duplicates and worn or mutilated materials. Frequency of circulation, community interest and availability of newer or more valid materials are prime considerations.

Items dealing with local history are an exception, as are certain classics and award-winning children's books. Fiction, that was once popular but no longer in demand, may be withdrawn from the collection.

Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

Depending on condition, materials removed from the collection are donated to other organizations to be redistributed back into the community or are disposed of in the most eco-friendly method possible, such as recycling or composting, with the landfill as the last resort.

Access:

The Board of Trustees of the Kinderhook Memorial Library recognizes that full, confidential, and unrestricted access to information is essential for patrons to exercise their rights as citizens. The Library 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 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 their own minor children. Selection of adult collection materials should not be inhibited by the possibility that the items may be utilized by minors.

The Library does not select, retain, or remove materials on the basis of anticipated approval or disapproval or any group of patrons, but solely on the basis of 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).

Reconsideration of Library Materials:

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 based on anticipated approval or disapproval, but solely based on the principles stated in this policy.

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 patron may file a Material Withdrawal Request Form with the Library Director.

*** See attached Material Withdrawal Request Form**

The Library Director will refer the complaint to the Operations Committee for consideration. The Operations Committee Chair will report the complaint at the next meeting of the Board of Trustees, and will present its recommendation to the Board once it has completed its report on the complaint. No action will be taken before the complaint is brought before the Board of Trustees.

Prior to making a recommendation to the Board of Trustees, the Operations Committee will:

1. consider the specific objections to the material voiced by the complainant;
2. weigh the value 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; and
4. issue a written report within ninety days to the Director and the Board of Trustees containing its recommendations concerning any complaint.

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

Material Withdrawal Request Form

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 _____ Email _____

Which of the following do you represent?

_____ Self _____ Organization (please specify): _____

Resource on which you are commenting:

_____ Book (e-book) _____ Library program

_____ Audio _____ Newspaper

_____ Video/DVD _____ Electronic

_____ Magazine _____ Other (please specify): _____

Have you examined (read/viewed/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 on your personal exposure to it, on reports you have heard/read, or both?
