

## EAST FISHKILL PUBLIC LIBRARY DISTRICT COLLECTION DEVELOPMENT POLICY

### **Policy Statement**

It is the policy of the East Fishkill Public Library District to acquire materials for the Collection that support the Library's mission, using objective criteria to create a body of material that reflects multiple viewpoints and narratives.

### **Guiding Philosophy**

The Library is aware that not all choices will please all people. The selected items are presented without comment or judgement by Library staff with the understanding that the community is comprised of persons holding many different values and viewpoints, some of which are in contradiction to each other.

Regarding prejudice, the Library recognizes the distinction between books 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 by objectionable by current standards

### **Responsibility**

Ultimate responsibility for materials and resources chosen rests with the Library Director who operates within the framework of this policy, as approved by the Library Board of Trustees. The Library Director may authorize other staff to apply this policy.

### **Scope**

The East Fishkill Community Library maintains fiction and non-fiction print and multi-media collections in a variety of formats, as well as technological resources, for children, teens and adults.

### **Objectives**

Collections should:

- include resources which inform, educate, entertain, and enrich the community
- include both works of enduring value and timely materials on current interests
- reflect the principles contained in the American Library Association's Library Bill of Rights and Freedom to Read statements.

## **Criteria for Selection**

Not all listed criteria must be met for selection, but each should be factored in by Library staff when being considered for selection:

- Public appeal
- Price and availability
- Comprehensiveness of breadth and scope
- Relation to existing collection
- Current or historical significance
- Clarity and accuracy
- Presentation
- Literary merit and critical acclaim
- Timeliness
- Format, durability, and ease of use
- Diversity of viewpoint and objectivity
- Part of a series
- Support of local school curriculum with general material, not textbooks
- High demand as measured through holds by local residents and in accordance with the Mid-Hudson Library System Resource Sharing Procedures, as budget allows
- Availability through Mid-Hudson Library System intra-library loan program

## **Other Considerations**

Audiovisual materials will be collected in the most popular format.

Technology, including databases, will be selected with consideration of usefulness, ease of use, cost, and broadness of importance.

Patron suggestions to purchase materials are welcome; each request is reviewed using the above selection criteria.

## **Gifts/Donations**

The Library accepts gifts and donations of books and other materials in small amounts and only if there is available space. The Library maintains the right to accept or reject donated materials and decide their final use, including disposal or placement for sale.

**Removal of Materials by Staff (Weeding)**

To keep collections relevant the Library regularly evaluates its holdings. The same criteria used to acquire materials are also used in evaluation when determining removal including, but not limited to, physical condition, low circulation, usefulness, and duplication.

Specific weeding procedures for library employees are outlined separately from this policy and may be changed without Library Board approval provided such change doesn't materially affect this policy.

**Removal of Materials Request by Public**

Individuals in the community wishing to request the permanent removal of a specific item in the collection are referred to the *Request to Remove Materials Policy and Procedures*.