

Materials Selection and Collection Development

Policy 1.3

The Library provides patrons with carefully selected books and other materials to aid them in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

I. Responsibility for Selection

- A. Adult-level materials are selected by the Library Director.
- B. Children's materials are selected by the Children's Services Coordinator.
- C. Suggestions from staff members and patrons are welcomed and will be carefully considered.

II. Criteria for Selection

- A. The main points considered in the selection of materials are:
 - 1. Individual merit of each item;
 - 2. Popular appeal or high demand;
 - 3. Suitability of material for the clientele;
 - 4. Existing library holdings;
 - 5. Authoritativeness of work and reputation of author, illustrator or publisher;
 - 6. Accuracy of information;
 - 7. Clear presentation and readability;
 - 8. Budget.
- B. In determining items to be ordered for the collection, Library staff will consult professionally recognized bibliographies, reviews and databases.

III. Interlibrary Loan and System Holds

Interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of the Library's collection.

- A. Interlibrary loans within the Mid-Hudson Library System are referred to as "system holds" and can be requested by patrons via our online public catalog.
- B. For items not available within the system, an interlibrary loan form, available at the circulation desk, should be completed. If there is a charge for an item, patrons will be informed in advance.
- C. In return for utilizing interlibrary loan to satisfy the needs of its patrons, the Library agrees to lend its materials to other libraries through the same interlibrary loan network.

IV. Gifts and Donations of Print and Other Media. See Gift Policy 2.3

V. Discarding of Dated Materials (“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. Systematic withdrawal of out-of-date items will be carried out in accordance with accepted professional standards. Withdrawn materials may be used in book sales, donated to other the institutions or otherwise disposed of as the Library Director sees fit.

VI. Local History Collection.

The Library will endeavor to assemble, preserve and maintain, in organized collections, books and other materials pertinent to the history and current conditions of Hyde Park.

VII. Freedom to Read and Potential Challenges

A. Recognizing its responsibility to provide the widest possible diversity of views and expressions, the Library subscribes to the American Library Association's Library Bill of

Rights, Freedom to Read Statement and Freedom to View Statement (See the Association's website). The Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will be based solely on the basis of the principles stated in this policy and does not constitute or imply agreement with or approval of the content of a given work.

B. Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may request a meeting with the Library Director. If a patron's objections are not resolved after speaking with the Director, they will be asked to fill out a Request for Reconsideration of Library Materials (Form #1). The Board of Trustees and the Library Director will review the request, take any appropriate action, and notify the patron who initiated the request of their findings.

C. 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.

Approved: September 26, 2014; amended April 21, 2022.

