

# Claverack Free Library

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## Collection Development Policy

**Adopted: November 2015**

## I. DEFINITIONS

Collection Development includes the planning, selection, acquiring, cataloging, and weeding (see Weeding Policy) of the library's collections of all formats. Library Materials include, but are not limited to the following: books, e-books, periodicals, pamphlets, government publications, reference works, newspapers, microfiche, microfilm, audiocassettes, CD's, DVDs, large print materials, Blind and Physically Handicapped materials (Books on Tape, braille books, etc.), maps, CD-ROM software, educational on-line databases, and the Internet.

## II. OBJECTIVES

As a publicly funded institution, Claverack Free Library serves the people of Claverack and neighboring towns as a gateway to resources for managing and enriching their lives. The library encourages independent learning, responds to the information needs of all ages, and supports educational endeavors for patrons of all ages. Claverack Free Library nurtures a love of reading, fostering literacy in children and making connections for readers throughout their lives. The library promotes an informed and enlightened citizenry and strives to strengthen the fabric of the community.

The primary goal of collection development is to provide the best possible collection with the financial resources available. The decision to select any item for the collection is based on demand, anticipated need, and the effort to maintain a wide and balanced collection.

In the development of its collection, Claverack Free Library recognizes that it is impossible for a library of its size to provide a balanced, comprehensive collection that is strong enough to meet all community needs. As a member of Mid-Hudson Library System, it has an automated resource sharing network that supplements its resources with materials borrowed from other libraries in the consortium.

The library patron is an important part of the selection process. An individual request from a patron for a title may be honored if the request conforms to the guidelines outlined in this policy statement.

The Board of Library Trustees considers and adopts a Collection Development Policy, which they authorize the Library Director to administer. The Director designates staff to develop selection and acquisition procedures and to make purchasing decisions subject to approval. The Director allocates the materials budget annually.

## III. SELECTION CRITERIA

Claverack Free Library recognizes that its patrons have diverse interests, backgrounds, cultural heritages, social values, political views and needs. All patrons are free to reject for themselves any materials which do not meet their approval. This freedom does not include the right to restrict the freedom of others to read and inquire.

Library materials are selected on the basis of informational, educational, cultural, and recreational value. These materials are selected in compliance with the mission and goals of the library. The following general criteria are also used in selecting materials for addition to the collection:

1. Relevance to Library's mission and service roles
2. Permanent value as standard work
3. Current appeal and local demand
4. Informational and recreational needs of users
5. Budget
6. Authority, accuracy, and artistic quality

Reviews are a major source of information about new materials. The primary source(s) of reviews are: School Library Journal, Library Journal, New York Times Book Review, Publisher's Weekly and other relevant industry publications. 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.

The library strives to maintain materials representing all sides of an issue in a neutral, unbiased manner. Selection of materials by the library does not mean endorsement of the contents of views expressed in those materials. The existence of a particular viewpoint in the collection is an expression of the library's policy of intellectual freedom, not an endorsement of that particular point of view. The library provides service to all within the framework of its rules and regulations and does not knowingly discriminate in its material selection regarding race, creed, sex, occupation or financial position.

#### IV. RESPONSIBILITY FOR SELECTION

The ultimate responsibility for materials selection and the development of the library collection rests with the Library Director, who operates with the framework of policies determined by the Board of Trustees.

#### V. FORMATS OF MATERIALS

Claverack Free Library considers all types and formats of media to be in the realm of human expression and part of the human record. Because the library functions in a rapidly changing society, it is flexible about changes in communicative material, both in form and style of expression. The library does not reject materials for acquisition solely on the basis of medium. Materials in alternative formats are judged in terms of the Criteria for Materials Selection. Factors governing the choice of format include anticipated use, storage requirements, ease of access, and the format of earlier editions. When all other factors are equal, ease of access by the public should be the primary

consideration.

## VI. ACCESS

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

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