

POLICY 4.2 MATERIALS SELECTION POLICY

Need for this Policy:

The Collection Development and Materials Selection Policy is necessary to provide a framework for the growth and development of collections in support of the Library's mission. The policy is needed to guide staff and inform the public about the principles on which selection is based.

Policy:

The Library's goal is to provide the community with materials that reflect a wide range of views, expressions, opinions and interests. The Library provides free access to materials in a variety of formats to all patrons. Library patrons make their own choices as to what they will use based on individual interests and concerns. Responsibility for a child's use of library materials lies with their parent or guardian.

The Library Board endorses and declares that the Library will adhere to the principles of intellectual freedom adopted by the American Library Association, enumerated in:

- Library Bill of Rights
- Freedom to Read
- Freedom to View
- Interpretations of the Library Bill of Rights

Scope of the Collection

The scope of the collection refers to the range and type of materials selected including the formats offered and the level of difficulty. The scope is as broad as possible to allow for free expression and free access to ideas. The Library's collections will focus on the general patron rather than the researcher. Materials of local significance or value may be digitized to expand access. The collection is not archival. No extraordinary efforts are made to retain or preserve last copies or out of print titles.

Objectives of Selection

Selection may be defined as the decision that must be made to add materials to the collection or to retain materials already in the collection. The primary objectives are:

- To maintain a well-balanced and broad collection of materials for information, reference and research. Emphasis will not be placed on scholarly works, but on materials which will be considered accessible to the general public.
- To provide materials which support educational, cultural and civic activities in the community.
- To collect materials of contemporary significance as well as permanent value.
- To provide materials for recreation and enlightenment.

Criteria for Selection

Resources are evaluated as a whole and not on the basis of a particular section or sections. A resource will not be excluded from the library's collection because it presents an aspect of life realistically or because of frankness of expression.

While a single standard cannot be applied, potential resources are judged by appropriate criteria. In some instances, these criteria include artistic or literary merit, scholarship or the value of the resource to the informational needs of the community. The Library's decision to acquire material does not constitute endorsement of the material's content.

General criteria for selecting library materials are listed below. An item need not meet all the criteria in order to be acceptable.

- Relevance to community needs
- Public demand, interest or need
- Contemporary significance, popular interest or permanent value
- Attention of critics and reviewers
- Prominence, authority and/or competence of author, creator or publisher
- Timeliness of material
- Relationship to present collections
- Statement of challenging, original or alternative point of view
- Accessibility for multiple users of electronic formats
- Availability and accessibility of the same resources in other Southern Adirondack Library System member libraries or through interlibrary loan.

Responsibility for Selection

The Director, or an employee designated by the Director, has authority and responsibility for the selection of library resources.

Budget

The materials budget is recommended by the Library Director and approved by the Board of Trustees annually.

Suggestions for Additions to the Collection

Purchase requests from CPH tax district residents are always considered for addition to the collection. Suggested materials are subject to the above selection criteria.

Collection Maintenance, Replacement and Weeding.

The process of removing items from the collection is an integral part of collection development. Materials that are worn, obsolete, unused, old editions or unnecessarily duplicated are removed in order to maintain the collection's usefulness, currency, relevance and condition. The Library Director and designated staff members are responsible for collection maintenance and for the disposition of withdrawn resources. Withdrawn items may be offered to the Friends of the Library for fundraising purposes, offered to other libraries or non-profit organizations, recycled or discarded.

Gifts

OPERATIONAL POLICIES

Gifts of books and other resources are accepted with the understanding that they may be used or disposed of at the Library's discretion. Gift materials are subject to the same selection criteria as purchased materials.

When a cash gift is given to the Library for the purchase of memorial books or other tributes, the selection will be made by the Library Director or designated staff with consideration given to the donor's wishes.

Responsibility:

It is the responsibility of the Director to maintain adequate procedures to implement this policy.

Initial Adoption Date: 3/13/1985

Modified Date	Description of Modification
2/15/1993	
4/7/1999	
9/19/2005	
12/18/2017	Expanded the policy to include details on scope, objectives, criteria, responsibility, budget, recommendations, collection maintenance, gifts, and request for reconsideration; removed Library Bill of Rights documents as attachments and referenced them in policy.
9/18/2023	Removed the section on Requests for Reconsideration of Materials to new Policy 3.20 reconsideration Policy and Procedures; made minor wording changes.
12/18/2023	Modified the responsibility for selection section to remove reference to "delegation" by Board of Trustees.
4/21/2025	Removed reference to specific mission statement.
10/18/2025	Changed his or her to their; specified that CPH tax district resident may make purchase requests for additions to the collection.