

Palisades Free Library Collection Development Policy

Statement of Purpose

The purpose of the Collection Development Policy is to fulfill the Library's mission as a public resource for education, information, enlightenment, intellectual freedom and public discourse. This policy affirms the American Library Association [Library Bill of Rights](#).

Statement of Responsibility

The Library Director, operating within the policy guidelines adopted by the Board of Trustees, is responsible for the selection, purchasing, and weeding of materials in the Library Collection. The Director may delegate the selection and weeding of materials to Librarians in charge of their respective areas of expertise.

Materials Selection

The criteria are listed below for the selection of adult, young adult, and children's materials. Materials and formats collected shall be fiction, non-fiction, large print, reference, local history, local authors, magazines, newspapers, board books, early readers, picture books, chapter books, audiobooks, video games, DVDs (fiction, documentary, foreign film, TV series), equipment, and museum passes. As new formats and types of materials become available, these shall be evaluated for the collection and outdated materials shall be removed. Access to e-books, periodicals and databases shall also be provided through the library website. An item does not have to meet all of the criteria to be acceptable, nor will any single criterion be decisive. The Library strongly encourages community input, and all requests and recommendations are subject to the same review.

- compatibility with library mission and purpose of the collection
- community demand, interest or need, current or anticipated
- artistic or literary merit, contemporary significance or permanent value
- prominence, authority and/or competence of author, creator or publisher
- attention from standard review sources, catalogs, professional and trade bibliographies
- relation to existing collections
- statement of challenging, original, or alternative point of view
- authenticity of historical, regional or social setting
- support of library programs and initiatives
- local significance of the author or creator

Additional considerations in the selection of adult materials include:

- format and ease of use
- availability through inter-library loan
- cost
- usage restrictions
- physical space limitations
- budgetary constraints

Teen Materials

The Young Adult Collection shall include materials for Tweens/Teens from Middle School until the Twelfth grade. The collection will be geared towards providing materials that support the educational and leisure needs of teens and that address the unique emotional, intellectual, and social maturity of middle and high-school age adolescents. The Young Adult Collection shall be based on the general criteria and include titles that appear on school reading lists and works that reflect diverse views on age-relevant controversial topics.

Children's Materials

The Children's Room shall house the collection of materials for children from birth through fifth grade. The collection shall be designed to help develop early literacy skills, meet the recreational and informational needs of young patrons, and support the curriculum of the South Orangetown Central School District's elementary schools. The selection of materials shall be made based on the general criteria and the suitability in terms of content, reading level and format for intended audience. The Library staff will not limit a child's access to the library to the Children's Room collection and responsibility for monitoring a child's access to resources rests with the parent or legal guardian.

The Freedom to Read, first adopted by the Board of Trustees in 1969

- A. The board, officers, paid and volunteer staff, and committees of the Library, while avoiding acquisition or retention of materials of little merit or little interest to the members and users of the Library, shall neither censor nor promote by disproportionate emphasis any particular political, moral, philosophical, patriotic, religious, or esthetic conviction, opinions, or modes of expression.
- B. The Board, officers, paid and volunteer staff, and committees of the Library shall oppose, resist, and disregard every form of censorship from any source or authority. The fact that a book or other material may be the subject of a prosecution in the State of New York or elsewhere, or of a court decision in another state, or of a Federal court decision involving importation, use of the mails, or interstate commerce shall be presumed to have no legal consequence to the Library, except that the precise terms of an order of a court competent jurisdiction shall not be violated.
- C. The policies of the Library shall be based on the following considerations:
 - a. That many books and other materials which have been most controversial or objectionable to some persons or groups have, in due course been recognized to be amongst those which most, rather than least, belong in public libraries;
 - b. That if any idea or expression is truly dangerous or evil, the best protection against it is a public that has been exposed to it and has rejected it, and the least protection is a public that has been shielded from it by official or self-appointed guardians;

- c. That the guarantees of free speech and free press in the Constitutions of the United States and the State of New York apply with more than usual, not less than usual, force to controversial or objectionable expression;
- d. That if a member or user of the Library wishes to find out for himself whether any particular book or other material is worthless, tasteless, vicious, or inaccurate, it is the duty of the Library, within its ability, to give him or her an opportunity to do so.

Reconsideration

- A. In the event that any person or group shall object to the Library's acquisition, display or retention of any book or other material on political, moral, philosophical, patriotic, religious, or esthetic grounds, the objection shall be recognized as an indication that the book or material in question may well be of more than routine interest and may be likely to be desired by persons who wish to judge its merits and demerits for themselves.
- B. Objectors shall be notified of the Library's policies and be asked to submit a Request for Reconsideration Form. The Form will be reviewed by the Director, the Librarian in charge of that collection, and an independent arbiter from the RCLS staff. The objector shall receive a written response within 30 days. If the response is not satisfactory, the Form will be reviewed at the next scheduled meeting by the Board of Trustees whose determination shall be final. During the review the material will remain in the collection and available for review or borrowing.

Deselection

The ongoing review, evaluation, and weeding of materials is an integral part of collection maintenance and ensures that the collection will remain vital, accurate and appealing to patrons. Materials may be removed from the collection for a variety of reasons including poor physical condition, low circulation statistics, outdated or inaccurate information, unnecessary duplication, obsolete formats, lack of interest or relevance, outdated or unappealing jacket art or illustrations, and unsuitable reading level. A determination to replace damaged or lost materials shall be made on a case by case basis and will be based on budget, interest, and quality.

Gifts

Gifts to the Library collection are subject to the same criteria as new purchases. Books donated to the Library may be added to the collection or may be sold, given away, or destroyed based on condition and appropriateness for the collection. The Library will not accept donations come with demands for placement in the collection, display, or retention.

Adopted by the Palisades Free Library Board of Trustees on September 13, 2017