



COLLECTION

Collection Development Policy

The library's collection exists to assist patrons in their pursuit of information, education, and entertainment, and to inspire and stimulate children's interest in and appreciation of learning and reading. Materials are selected in a variety of formats to satisfy the expressed and anticipated interests, tastes, needs, and reading abilities of the diverse community served.

Principles of Selection

The library board and staff recognize that 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.

Materials are not excluded or removed from the collection on the basis of the author's race, national origin, religious beliefs, sexual orientation, political views, or social values.

As long as materials meet our accepted standards of selection and are deemed to contribute to the goals of the library's collection development, the library does not exclude materials that present extreme points of view; that offer a one-sided representation of opinions, ideas, or events; or that may offend some patrons because of frankness of vocabulary or description.

Materials that present derogatory stereotypes as valid representations will be excluded from the collection. However, materials that authentically portray a period or way of life characterized by stereotypical thinking and materials that present the prejudices of real or fictional characters may be included. Materials recognized as classics are considered acceptable even if they contain passages that are widely viewed as objectionable by current standards.

Materials will not be selected, retained or removed 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, susceptibility to loss, fragility, or unsuitability of format for heavy use).

The library does not restrict the selection of materials because of the possibility that some minors may obtain materials that their parents or guardians consider inappropriate nor does it deny minors access to any materials in the collection. The library does not stand in loco parentis; if parents or guardians do not want their children to have access to certain library materials or services, it is their responsibility so to

advise their children. The library has a professional obligation to provide equal access to all library resources for all library users.

The library has adopted and declared that it will adhere to and support the American Library Association's Library Bill of Rights and the Freedom to Read Statement. The content of these documents is understood to be part of this policy.

Standards for Selection

Items are evaluated for inclusion in the collection in terms of the following standards. Not all the standards will apply to each item. The evaluation is made with regard to the work as a whole and not necessarily to its individual parts. Each item is evaluated in terms of its own merits, its intended audience, and its relation to the collection.

1. Timeliness: current general interest on international, national, and local levels, importance as a document of the times, relevance to contemporary issues
2. Permanent value as a standard work
3. Suitability of subject, style, format, and content for the intended audience
4. Relevance to community needs and interests
5. Proven or potential interest or demand
6. Reputation, authority, and qualifications of the author, editor, artist-producer, or publisher
7. Artistic merit
8. Scholarly merit; accuracy and accessibility of content
9. Evaluation by staff, local experts, and the public, and by reviewers in professional journals and popular media
10. Availability of the subject in the existing collection
11. Importance in relation to materials on the same subject in the existing collection
12. Importance in relation to existing areas of coverage in order to maintain a well-balanced collection
13. Importance in order to provide a wide range of points of view on a subject, including points of view that are unique, alternative, experimental, or controversial
14. Availability of the same or similar material in the local area and through the interlibrary loan system
15. Cost in relation to the significance of the material according to the above factors



Collection Maintenance

The quality of the collection is maintained by retaining or replacing essential materials and by removing items that are outdated, damaged or worn out, no longer in demand, or unneeded duplicates. Some older or worn material may be retained, such as classics, one-of-a-kind or irreplaceable items, collectors' items, award-winning children's books, items in the local history collection, items that provide special coverage of a field, and items that are consistently in demand.

Items removed from the collection may be sold, given away, recycled, discarded, or otherwise disposed of at the discretion of the library.



Beekman Library Request for Withdrawal of Material

If you wish to request the withdrawal of library resources, please return this completed form to the Library Director, P.O. box 697 Poughquag, NY 12570.

Date

Name

Address

City State Zip

Which of the following do you represent? Self Organization

Resource on which you are commenting:

Book Audio Video / DVD Magazine
 Library Program Newspaper Electronic Other
(please specify)

Have you examined (read / heard / seen) the material in its entirety? Yes No

Author

Title

Publisher / Producer

What brought this resource to your attention?

Is your objection to this material based upon your personal exposure to it, upon reports you have heard, or both?

What concerns you about the resource? Please cite specific passages, pages, etc. (use other side or additional pages if necessary). Are there resources you suggest to provide additional information and / or other viewpoints on this topic? Attach more pages if necessary.



Beekman Library Request for the Addition of Material

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Which of the following do you represent? Self Organization

Resource you are requesting:

Book Audio Video / DVD Magazine

Library Program Newspaper Electronic Other
(please specify)

Author

Title

Publisher / Producer