



Collection Development Policy

Sachem Public Library's Collection Development Policy is guided by the principles set forth in the American Library Association's *Library Bill of Rights*. As such, the Library provides resources which represent, insofar as possible, all points of view on current and historical topics to ensure authentic and inclusive representation of diverse groups and cultures. Selection of resources is based on the needs, interests, and abilities of our service population, popular demand, community input, the existing collection and its use. The Library's *Mission Statement* addresses our professional and ethical responsibility to foster equitable access to learning and leisure materials. The Library makes available, in a wide variety of formats, resources that inform, educate, entertain and enrich. Over time, formats may be added and others removed in response to community needs, market considerations and sustainability of formats.

Responsibility for Selection

The responsibility for the selection and retention of materials rests with the Director who operates within the framework of policies determined by the Board of Trustees. This responsibility may be delegated to staff members who are qualified through education, training and experience.

Criteria for Selection

Resource selection is made from current educational and professional review sources, standard lists and recommendations from patrons and staff. Self-published works and resources receiving unfavorable reviews may be selected if they are of particular local interest or if they fill a special need. A resource is evaluated on the basis of the content, style and format of the work as a whole, not by selected portions or passages.

Criteria for selection include:

- ◆ Appropriateness of subject, writing or artistic style and reading level
- ◆ Availability and accessibility of the same materials from another library
- ◆ Current appeal and local popular demand
- ◆ Importance of the subject to the collection
- ◆ Professional reviews
- ◆ Relevance to community needs
- ◆ Reputation of the author, artist, publisher or producer
- ◆ Scarcity of material on the subject
- ◆ Suitability of format and/or technical characteristics, such as physical quality, durability and sustainability of the format
- ◆ Value of material in relation to cost
- ◆ Languages used in the community

Textbooks may be purchased in areas where there is little or no material in any other format. It is the responsibility of the local educational institutions to provide copies of their course materials for their students. The Library does, however, work collaboratively with local school administrators to obtain copies of the current textbooks for inclusion in the Reference collection whenever possible.

Collection Maintenance

An up-to-date, attractive and useful collection is maintained through a continual process of withdrawal and replacement through periodic review. Withdrawn resources may be offered to other organizations, donated to the Friends of Sachem Public Library, recycled, or discarded.

Criteria for retention, discard and/or replacement:

- ◆ Accessibility from another library
- ◆ Availability of updated, newer, or revised materials
- ◆ Circulation, popularity, and usage
- ◆ Condition of the item
- ◆ Cost
- ◆ Historical value
- ◆ Item's place in a series
- ◆ Possible future usefulness
- ◆ Relationship to the collection as a whole
- ◆ Scarcity of material

Gifts and Donations

Donations must meet the same selection criteria as materials selected for the collection. All gifts received become property of the Sachus Public Library upon receipt and cannot be returned. The Library reserves the right to decide whether donated items are added to the collection. Gifts not added to the collection are given to the Friends of the Library for their book sales, or other local agencies and organizations that can utilize them.

Challenged Resources

Sachus Public Library's role is to provide resources which allow individuals the intellectual freedom to freely examine issues and make their own decisions. Although resources are carefully selected, differences of opinion regarding suitable materials can arise. It is the responsibility of individuals to limit their and/or their children's access to resources which are compatible with their individual tastes. The Library does not approve nor endorse any particular viewpoint or belief represented in its collection. Library resources will not be marked or identified to show approval or disapproval of the contents, nor will items be sequestered, except for the purpose of protecting them from theft or damage. Patrons who object to a particular resource may complete a "Statement of Concern About Library Resources" which is available in the Library.

Upon receipt of a completed Statement of Concern, the Director will respond in writing describing the Library's review procedure. A copy of the *Collection Development Policy* will be included with the letter. The Director will appoint a committee to evaluate the challenged resource. Committee members will then read, listen to or view the resource in its entirety, look at the resource in relationship to the Library's *Collection Development Policy* and to the collection as a whole and examine published reviews. The committee will recommend one of several actions such as to retain the resource, to retain the resource but to move it to another location in the collection or to withdraw the resource.

The Director will, at the earliest possible date, study the information provided by the review committee and respond in writing to the person who initiated the Statement of Concern. The Director will keep the Board of Trustees informed of the receipt of a Statement of Concern, the committee's recommendation and the Director's determination.

In the event that the person(s) who initiated the request is not satisfied with the decision of the Director, he/she may request a review of the findings by the Board of Trustees. Upon receipt of the written request, the Board President of the Library Board may elect to add the item to the Board's monthly agenda. The person(s) will be notified of the time and place of the Board meeting. The final decision on collection development rests with the Board of Trustees.

Policy Adopted 12/1964

Revised 12/1968, 5/1987/3/1993, 5/1998, 6/2007,2/2013, 1/2018, 6/2023