



COLLECTION DEVELOPMENT POLICY

Library Mission

The Mamakating Library provides quality materials, services and programs which fulfill educational, informational, cultural and recreational needs of the community we serve in an atmosphere that is welcoming and respectful.

Philosophy

The Mamakating Library subscribes to the Library Bill of Rights* and as it pertains to collection development is guided by the first two principles:

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

Objectives

The collection is developed to:

- Meet the interests of a diverse public in the areas of personal development and recreation
- Represent diverse points of view
- Provide up-to-date information and facts in broad subject areas
- Highlight the cultural and natural history resources of our geographical area.

Materials Selection

The Director has the primary responsibility for materials selection in all formats. Staff members may assist in selection based on special knowledge in certain areas and formats.

The following criteria may be used when considering and selecting library materials:

- Reviews found in professional and popular media
- The literary value of the material
- Relation to existing collection materials on the subject
- Importance as a document of the times
- Respectful and accurate portrayal of characters and cultures
- Patron recommendations and overall demand for the material
- School reading lists
- Staff recommendations
- Suitability of physical format.

The library welcomes suggestions for the purchase of materials. Suggestions will be subject to the same standards of selection as other considered materials.

Local history materials relating to Mamakating and the region and books by local authors are sought for the collection.

Selection of Digital Items

Ebooks and digital audiobooks may be selected for the RCLS consortium by the Central Library, may be shared by other RCLS libraries, may be preselected by commercial arrangement (such as *hoopla*) and may be selected by the Mamakating Library director. When considered for in-house purchase, selections will follow the criteria used for print media.

Reconsideration

To question the selection of particular materials, a patron must submit a Request for Reconsideration of Library Materials form to the Director. The Library Director will then respond in writing to the patron making the objection. Any remaining objections will be addressed by the Board of Library Trustees. Materials are judged on the basis of the work as a whole and on its adherence to this policy.

Weeding

Weeding is the process of deaccessioning items from the collection. An up to date and useful collection is maintained through a process of continual withdrawal and addition. Items are selected for weeding based on condition, demand, accuracy and the availability of newer editions. Weeded items are offered for sale by the Friends of the Library.

Lost and Damaged Items

Lost and damaged items incur a replacement fee according to the price listed on the item record. Listed Item record prices are retail prices. Although the library may be able to purchase a replacement at less than the retail cost, the balance helps to defray the cost of shipping and staff time to purchase and process the item. Patrons are expected to pay the fee if an item is lost, or with permission of the director or principal clerk, provide the library with an identical replacement in new condition. The final determination of damage resulting in the necessity to replace an item will be made by the library director or principal clerk. The director reserves the option to replace lost items with more recent editions or similar publications.

Material Donations

The Mamakating Library welcomes donations of books and other materials in good condition. All items accepted by the library as gifts become the sole property of the library and may be used or disposed of in whatever manner the library deems appropriate. Items may be added to the collection based on selection criteria outlined above, donated to the Friends of the Library for sale, donated to other organizations such as Literacy Volunteers, or disposed of via the county's recycling program.

Donations must be in acceptable condition, as determined by the library staff. Odor, discoloration, markings and spine damage may render items unacceptable. Additional criteria for book donations are attached. The library reserves the right to temporarily pause materials donation due to space constraints or other unforeseen circumstances.

Donations of local history materials are encouraged.

Receipts given by the Library to donors are limited to a general acknowledgment that a gift was received. Assignment of value for income tax and other purposes is the responsibility of the donor. The Library does not appraise materials nor endorse appraisals provided by donors.

* "Library Bill of Rights", American Library Association, June 30, 2006.

<http://www.ala.org/advocacy/intfreedom/librarybill> (Accessed November 8, 2021)



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Request for Reconsideration of Library Materials

If you wish to request reconsideration of library materials, please return this completed form to the Library Director. In accordance with the Mamakating Library's Collection Development Policy, the Library Director will provide a response in writing and any remaining objections will be addressed by the Board of Trustees. Please keep in mind that materials are judged on the basis of the work as a whole.

Date _____
Name _____
Address _____
City _____ State _____ Zip _____
Phone _____ Email _____

Do you represent self? _____ An organization? _____ Name of Organization _____

1. Resource on which you are commenting:

- ☐ Book (please circle one: print book, ebook, book on CD, digital audiobook)
☐ Movie
☐ Magazine
☐ Other _____

Title _____

Author/Producer _____

2. What brought this resource to your attention?

3. Have you examined the entire resource? If not, what sections did you review?

4. What concerns you about the resource?

5. Materials you recommend to provide additional information and/or other viewpoints on this topic:

6. What action are you requesting for consideration?

Sign here: _____