

RIVERHEAD FREE LIBRARY GENERAL POLICIES

SUBJECT: COLLECTION DEVELOPMENT

PURPOSE: To explain the collection development process.

POLICY: The Riverhead Free Library selects, makes available, and promotes the use of library materials, whatever the format, which meet the information needs of the community; supplement formal and informal study; reflect a variety of minority and majority opinions on a subject; support business, cultural, recreational and civic activities of the community; stimulate self-understanding and growth; enhance job-related knowledge and skills; and increase knowledge of and participation in the affairs of the community, the country, and the world.

PROCEDURE: The authority and responsibility for the selection of library materials is delegated to the Director and staff members qualified for this activity by reason of education, training, and/or experience. Book selection relies heavily on reviews from current media such as Library Journal, Booklist, NY Times, and other professional sources. Suggestions from readers are welcome and given serious consideration. Final decision for purchase rests with the Library.

- Evaluation of materials is characterized by flexibility, open-mindedness, and responsiveness to the changing needs of patrons. Materials are evaluated as a whole, not on the basis of a passage/passages. A work will not be excluded from the collection because it presents an aspect of life honestly or because of frankness of expression.
- The choice of library materials by users is an individual matter. The Library recognizes that some materials are controversial and that a given item may offend a patron. Selections will not be made on the basis of anticipated approval or disapproval, but solely on the merits of the work in relation to building the collection and to serving the interests of the community. Library materials will not be marked to show approval or disapproval of the contents; no item will be sequestered except for the express purpose of protecting it from injury or theft. Responsibility for materials chosen by children and adolescents rests with parents or legal guardians. Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of children.
- Typically, the Library cannot supply textbooks used in schools and colleges in the area.
- The Riverhead Free Library supports intellectual freedom and endorses the following intellectual freedom statements of the American Library Association: the "Library Bill of Rights," the "Freedom to Read," and the "Freedom to View."

Weeding: In order to keep the Library's collection viable, Library staff will consider the following criteria during the weeding and discarding process: physical condition of the material; unnecessary duplication; outdated information; and lack of demand by the public. The Library Director or his/her designee will determine the disposition of discarded collection materials.

Requests for Reconsideration: Citizens requesting re-evaluation of materials should fill out a Request for Reconsideration form, to be submitted to the Director. The Director will examine the challenged item(s), review sources, circulation statistics and other relevant data with two librarians and recommend action, which will be communicated to the patron. The patron has the right to request an appeal from the Board of Trustees at their next regular meeting.