

## HENRY WALDINGER MEMORIAL LIBRARY

Valley Stream, NY 11580

# MATERIALS SELECTION/COLLECTION DEVELOPMENT POLICY

### **Objectives**

The purpose of the Henry Waldinger Memorial is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Because of the volume of publishing, as well as the limitations of budget and space, the library has adopted a selection policy with which to meet community interests and needs.

The materials selection/collection development policy is used by the library staff in the selection of materials, and it also serves to acquaint the general public with the principles of selection.

The Library Bill of Rights and The Freedom to Read Statement have been endorsed by the Henry Waldinger Memorial Library Board of Trustees and are integral parts of the policy.

The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

### **Responsibility for Selection**

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Henry Waldinger Memorial Library Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the library director must be available to answer to the library board and the general public for actual selections made, the library director has the authority to reject or select any item contrary to the recommendations of the staff.

## Criteria for Selection

The main points considered in the selection of materials are:

- Individual merit of each item
- Popular appeal/demand
- Suitability of material for the community
- Existing library holdings
- Budget

Other considerations for selection of materials include: timeliness, timelessness, clarity of expression, clarity of organization, visual appeal, physical and/or digital format suited to purpose, accuracy, enhancement of the existing collection, established author reputation, established publisher reputation, public interest, and peer-review. To qualify for selection, it is not necessary for an item to have all these qualities. Professional judgment is exercised, and every effort will be made to present a balance of multiple viewpoints on controversial topics.

Professional reviews are a major source of information about new materials. The primary sources of reviews may include, but are not limited to, publications such as:

- *Booklist*
- *Children's Core Collection*
- *Fiction Core Collection*
- *Library Journal*
- *New York Times Book Review*
- *Public Library Core Collection: Non-Fiction*
- *Publisher's Weekly*
- *School Library Journal*

Other sources of reviews include publications from professional organizations such as the American Library Association, the New York Library Association, the Children's Book Council, the National Book Foundation, and the Nassau Library System.

The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title that is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

## Interlibrary Loan

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Henry Waldinger Memorial Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in an online catalog used by other libraries throughout the county and the state.

## **Gifts and Donations**

The library may accept gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the director can dispose of them as he/she sees fit. The same criteria of selection which are applied to purchased materials are applied to gifts.

Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. Specific memorial books can be ordered for the library on request of a patron if the request meets the criteria established by the Board. It is desirable for gifts of or for specific titles to be offered after consultation with the library director. Book selection will be made by the director/library manager if no specific book is requested.

The Henry Waldinger Memorial Library appreciates gifts and donations, but by law, the library is not allowed to appraise the value of donated materials. It can provide an acknowledgment of receipt of the items if requested by the donor.

A Materials Donation Policy has been adopted by the Henry Waldinger Memorial Library Board of Trustees.

## **Weeding**

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions.

This ongoing process of weeding is the responsibility of the library director, with input from designated library staff, and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

## **Potential Problems or Challenges**

The Henry Waldinger Memorial Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for the reading of children rests with their parents or legal guardians.

Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

## **Challenged Materials**

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. If a member of the community should raise a question about the appropriateness of a particular item in the collection, library staff will attempt to resolve the inquiry by a review of the criteria outlined within this Materials Selection/Collection Development Policy.

If the individual is not satisfied with this first step response, the individual may then elect to submit a "Request for Reconsideration of Library Material" form which is available in the library. The Library Director will assemble a Materials Review Committee, consisting of at least one other librarian, a member of the Library Board, and the Library Director. The Materials Review Committee will provide a timely, considered response to every request for reconsideration.

Appeal of the Committee's decision may be made, in writing, to the Henry Waldinger Memorial Library Board of Trustees. The request will be placed on the agenda of the next regular meeting of the Henry Waldinger Memorial Library Board of Trustees.

Approved by the Board of Trustees of the Henry Waldinger Memorial Library, September 21, 2022