



Comsewogue Public Library

Collection Development Policy

The Comsewogue Public Library selects, acquires, and provides free and open access to materials that assist the Library in meeting its collection objectives. Materials are selected and retained in a variety of formats for the interest, information, and enlightenment of all patrons in the community served.

Responsibility for the collection, including selection (or in the case of a gift, acceptance) and retention, ultimately rests with the Library Director.

The day-to-day responsibility of selecting collection materials is delegated to qualified professional staff members who are to employ the criteria listed in this policy.

It is the responsibility of the patron to establish, should he/she/they desire, limits on access (reading, listening, viewing) to specific resources; including access of a child of a patron.

Materials selection may be guided by existing collection content and by budget and space restrictions.

Collection Objectives:

- Promote literacy
- Promote inclusivity
- Support continuous, lifelong learning
- Support the community's educational, civic, and cultural activities and interests
- Assist people to become functioning members of society
- Encourage freedom of expression
- Provide access to a variety of opinions and diverse views
- Provide connections to community resources and governmental agencies
- Provide materials that enrich the individual's enjoyment of life

Items will receive individual consideration in terms of quality, scholarship, artistic merit, intended audience, etc. No one standard can be applied in all cases.

Collection Criteria:

Selection and retention criteria are based on:

- Reviews of critics, media, public, inclusion in standard bibliographies, indexes
- Suitability for library use (format, ease of use, etc.)
- Suitability of content/subject/style in relation to intended audience
- Relevance as a "document of the times"
- Relation to the Library's existing collection and/or to other available material on the subject
- Author/artist/publisher/producer's authority/qualifications/accuracy
- Cost and availability

Items should enhance the existing Library collection, taking into account/focusing upon:

- Importance of work when compared to other works on subject
- Importance to the collection/of subject/of point of view
- Extent of existent retrospective and current subject coverage
- Adequate coverage when there is a scarcity of published material on the subject
- Representation of an important movement, genre, trend, or national culture
- Artistic presentation and experimentation
- Contemporary materials of current interest/possible future significance
- Contemporary materials representing various points of view
- Contemporary materials reflecting current conditions, trends, controversies
- Content by and about a wide array of people and cultures
- Content meeting needs, interests, and abilities of community served
- Regular auditing of collection and addressing of gaps
- Identification and addressing of unexpressed community information needs

Materials are not excluded based on the origin, background, or views of their creators.

Collection Assessment/Maintenance:

Library materials are continuously assessed based on specific criteria for appropriateness for continued inclusion in the collection based on condition, content, relevance, and demand.

The de-selection of materials is a formal, necessary, routine process conducted by information professional staff members to ensure and maintain collection vitality, size, and scope.

Consideration is given to a variety of factors and de-selection criteria may be weighed differently depending on the materials in question and the situation at hand.

Deselected materials may be forwarded to another not-for-profit entity, recycled, or discarded.

Displays and Library-Initiated Programs:

- Displays and Library-initiated programs are designed and developed by the Library's professionals and such incorporate their expertise regarding information resources, community interests, the collections of and the services available from the Library.
- Any items from the Library's collection may be displayed at any time
- Opinions presented by speakers at public fora are those of the speakers and do not reflect an endorsement by the Library.
- Complaints concerning displays and Library-initiated programs are to be considered within the same framework utilized with regard to any other disputed materials, as reflected in the Reconsideration of Materials Section.

Reconsideration of Materials:

While an individual may reject a library resource for themselves, they may not exercise censorship restricting access to resources by others. A community member may formally question the appropriateness of a particular item in the collection through the submission to the Library Director of a completed *Request for Reconsideration of Material* form, available at cplib.org.

A request for reconsideration must be filed by an individual (on behalf of themselves or a minor child) who currently resides in the Comsewogue, Mount Sinai, or Miller Place School Districts.

The materials objection/reevaluation request process is to be applied in a timely and consistent manner:

- Collection Development Policy is presented and explained
- *Request for Reevaluation of a Library Resource* form is provided and explained
- Completed form referred to Review Committee (consisting of the Director and two qualified information professionals, as selected by the Director)
- Review Committee reevaluates title within framework of Collection Development Policy
- Library Director reports to community member the Committee's determination