

HBPL Children's Room

Collection Management Policy:

I. SELECTION

A. Objective

1. The objective of the Hampton Bays Public Library is to select, organize and make accessible Library materials to meet the expressed and anticipated needs and interests of the diverse public in the Library District. As a public service agency, the Library must strive to provide the residents of Hampton Bays with a comprehensive collection of materials in a variety of formats that record human knowledge, ideas and culture; to organize these materials for ready access; to offer guidance and encouragement in their use; and to serve the community with reliable and easily available sources of information and reference.
2. Materials should be selected and services planned to satisfy residents both as individuals and as members of groups, with concern for all ages, backgrounds, interests, abilities, and levels of education.
3. The Library has an obligation not only to serve its current users but also to search for materials and methods that will meet the needs of community members who have not traditionally been Library users. Cooperation with governmental, academic, and special resource centers in the area continues to be increasingly important in meeting needs of Library patrons and making the Library an important hub of Hampton Bays.

B. Priorities of Selection

1. Materials to meet informational needs, both expressed and anticipated, of patrons of all ages.
2. Materials to meet the recreational needs of patrons of all ages.
3. Materials to meet the educational needs of pre-school children, out-of-school adults, and all other patrons who are not served by an educational institution.
4. Materials to meet the needs of the business community.
5. Materials to support civic and cultural activities of individuals, groups, and organizations.

C. Selection

1. The Library should plan to acquire, within its budgetary limitations, all types of library materials needed to meet its obligations. Library materials include books, pamphlets, documents,

periodicals, maps, microforms, audio-visual materials, software, technological devices, on-line databases, and artifacts.

2. When lack of funds limits purchases, current in-print publications of lasting value, regardless of format, will be given priority over out-of-print publications. Reprints are considered as current publications.
3. Holdings of other area libraries will be considered when selecting subject areas for intensive collection or large purchase items. Consideration will be given to both the privileges and responsibilities of cooperative acquisition plans and interlibrary loan procedures.
4. The number of copies of any title shall be dependent upon demand by patrons and the size of the population served. Demand is a valid factor in materials selection. Materials that receive poor reviews or no reviews may be purchased if there is demonstrated local demand or if they are needed to plan and facilitate certain Library programs. For the purposes of this policy, demonstrated local demand is interpreted as written requests for the item.
5. While the Library is sympathetic to the needs of students (including home-schooled students, students of alternative educational schools, private schools, public schools and charter schools) it is not the responsibility of the Library to provide curriculum-supportive materials for them. However, contribution the subject matter makes to the curriculum of all local schools, local homeschooling families and to the interests of students will be whole-heartedly considered. Curriculum-supportive materials from our private collection for our HBPL Mindful Unschool PreK Program are available to patrons and parents through special borrowing request. Inquiries for this must be made at the Children's Reference Desk.
6. The Library will not purchase text books except in cases where no other material on a given subject exists or where the demand of the patrons is greater than can be met by the existing collections.
7. Addition of an item to the Library's collection in no way represents an endorsement of any theory, idea, or policy contained in the material.
8. The responsibility for selection of Library materials is delegated to the Collection Development Librarian and, under his or her direction, to those members of the staff who are qualified by their education, training, and experience. The judgments of experts, of professionally trained staff members, and of qualified reviewers provide a balance of opinion as the basis for selection. Though a variety of criteria is used for each subject, final decision is based on the value of the material to the Library and its public, regardless of the personal taste of the selectors.
9. In selecting materials, the librarians will use as many selection and bibliographic management tools as possible, including: book selection periodicals; professional journals; databases; bibliographies; literature websites; literature blogs and book forum communities.
10. Librarians will strive to find a review of any item before considering it for purchase. However, because only a portion of all published material is ever reviewed, librarians will also consider purchase of items based on advertisements, book expos, author tours, media coverage including television, radio and online.
11. In light of the current abundance of vanity publishers and print-on-demand publishers, the Library does not purchase all local authors' works. The Library will accept donations of such works. Decisions to purchase any local author's work is done following the Library's Collection Development guidelines.

II. CENSORSHIP

1. The Library recognizes the pluralistic nature of the community and the varied needs of Hampton Bays citizens. A public library does not promote particular beliefs or views. It provides a resource where the individual can examine issues freely and make his or her own decisions.
2. The Library recognizes that many materials are controversial and that any given item may offend some library users. Selection will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection. The collection must contain the various positions expressed on important, complicated, or controversial subjects, including unpopular or unorthodox positions. The choice of Library materials for personal use is an individual matter; while anyone is free to reject materials of which he or she does not approve, no one has the right to exercise censorship to restrict the freedom of use and/or access to others.
3. The selection of adult materials will not be limited by the possibility that such materials may inadvertently come into the possession of minors. The freedom of access for minors may be restricted only by the child's own parents or legal guardians. Children seventeen and under are granted a Juvenile Library Card which restricts their borrowing access to materials in the juvenile collection. The Library will not restrict the in-house use of materials by any patron because of the patron's age. Upon written request of the parent or legal guardian specified access to internet, games and audiovisual materials may be granted.
4. The Library affirms the principles of each individual's freedom to read and view. No book or other Library material shall be removed from the collection because of a complaint except under the orders of a court of competent jurisdiction.
5. Each item considered for selection must be evaluated on its own merits. Works that depict an aspect of life honestly will not be excluded because of frankness of expression, vivid descriptions of sex or violence, the philosophy, politics, or religion of the author, or any other factor which might be objectionable to some Library users.
6. All materials will be judged as a whole rather than by isolated passages.

III. CHALLENGES TO LIBRARY MATERIALS

From The American Library Association:

*"Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment." —Article 3, **Library Bill of Rights***

A challenge is an attempt to remove or restrict materials, based upon the objections of a person or group. Challenges do not simply involve a person expressing a point of view; rather, they are an attempt to remove material from the curriculum or library, thereby restricting the access of others.

*For assistance with challenges to library materials, services, or programs, please contact the **Office for Intellectual Freedom**, 800-545-2433, ext. 4223.*

1. If a Library employee is approached by a patron who wishes to complain about Library materials, the complainant must be treated with dignity and courtesy. Under no circumstances is any Library employee to express agreement with the patron's complaint.
2. The employee should refer the complainant to the Library's collection development policy.
3. If the complainant wishes to file a written complaint, the employee should provide the complainant with a copy of the Comment on Library Materials form. (See below)
4. The employee must advise the complainant that no employee has the authority to remove any item from the shelf.
5. If the complainant insists on seeing someone in authority, the employee should request that the complainant make an appointment after receiving a written response to the Comment form. (See Appendix B) Neither the Director nor any Department Head will be expected to discuss a complaint about materials without an appointment.
6. Librarians are expected to defend the principle of the freedom to read and view as a professional responsibility. Only rarely is it necessary to defend an individual item. Laws governing obscenity, subversive material, and other questionable matter are subject to interpretation by courts. Library materials found to meet the standards set in the selection policy will not be removed from public access.
7. After receiving a complaint form submitted by a patron, the Library Director or his/her designee will respond to the complaint in a letter addressing all of the items covered in the response form.
8. The Board will not be asked to rule on individual items that may be the subject of a complaint.

IV. WEEDING AND DISCARDING

A. General Guidelines

1. In order to maintain an active working collection of high quality, the Library staff will periodically examine the collection for items that should be withdrawn. Overall authority for weeding of the collection lies with the Director, who in cases of dispute serves as mediator and makes the final decisions. Whenever necessary, the Director will be consulted before an item is discarded from the collection.
2. Weeding will be done on a schedule of continual review of the collection on a consecutive basis. It is the goal of the Library to review the entire collection every two years.
3. Materials that are weeded from the collection will be disposed of in the most appropriate manner, which may include sale to the public, donation to another library or organization, exchange with another library, or discarding as waste.

B. Criteria for Weeding

1. Materials in poor physical condition will be weeded; if desirable materials must be discarded because of physical condition, the Library will either replace the item or set it aside for preservation consideration.
2. Superfluous or unneeded duplicate volumes will be weeded from the collection.
3. Materials containing information no longer useful or accurate or that are no longer of historical value will be weeded from the collection.
4. Weeding should not bias the collection in favor of or against any viewpoint.
5. Weeding will not be done solely on the basis of circulation statistics or past use, although these factors merit strong consideration in evaluating an item. A public library must give more weight to circulation/use statistics than must a research or academic library.
6. Periodicals will be reviewed based on use, holdings, indexing, accessibility through electronic means or interlibrary loan, and format.
7. All items must be evaluated on the basis of their contribution to the wholeness of the collection.

Comment on Library Materials Form:

Name _____

Date _____

Address _____ Phone _____

Do you represent self? _____

Organization? _____

1. Resource on which you are commenting:

_____ Book _____ Textbook _____ Video _____ Display _____ Magazine _____ Library Program
_____ Audio Recording _____ Newspaper _____ Electronic Information/Network (please specify):

Other _____

Title _____

Author/Producer _____

2. What brought this resource to your attention?

3. Have you examined the entire resource?

4. What concerns you about the resource? (use other side or additional pages if necessary)

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

Revised by the American Library Association Intellectual Freedom Committee, June 27, 1995.