

## COLLECTION DEVELOPMENT AND MANAGEMENT POLICY

The Montauk Library selects, acquires, and provides free and open access to materials that help the Library meet its collection objectives. Materials are selected and retained in a variety of formats for the interest, information, and enlightenment of all people 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 may be delegated to qualified professional staff members based on the selection criteria listed in this policy.

Materials selection may be influenced 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
- Help people function as members of society
- Encourage freedom of expression
- Provide access to a variety of opinions and widely diverse views
- Provide connections to community resources and government 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.

### *Selection Criteria:*

Selection and retention criteria are based on:

- Attention of critics, reviewers, 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 to other available material on the subject
- Author/artist/publisher/producer's authority/qualifications/accuracy
- Cost and availability

## **COLLECTION DEVELOPMENT AND MANAGEMENT POLICY (cont'd)**

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

- Importance of title when compared to other works on subject
- Adequate 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 deselection of materials is a formal, necessary, routine process conducted by professional staff members to ensure and maintain collection vitality, size, and scope.

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

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

### *Reconsideration of Materials:*

While an individual may reject a library resource, that individual may not exercise censorship to restrict access to materials by others. A community member may formally question the appropriateness of a particular item in the collection in writing addressed to the Library Director.

The materials objection/reevaluation request process is attentive and consistently applied:

- Collection Development Policy is presented and explained
- Reason(s) for reconsideration is provided and explained in writing
- Completed letter for Reconsideration is reviewed by Review Committee (Director, Trustee and one other staff professional)
- Review Committee reevaluates title within framework of Collection Development Policy
- Library Director reports to community member the Committee's determination