

Monroe Free Library

Collection Development Policy

MATERIALS SELECTION POLICY

I. PHILOSOPHY and GOALS:

The mission of the Monroe Free Library is to make available a broad range of library materials, to provide up-to-date and accurate information, and to offer services and programs desired by the community of Monroe. The Library also acts as the most convenient point of access for the needed materials and information and actively seeks to make community members and organizations aware of library resources and services.

Because library materials and information come in a wide variety of formats, the Library fulfills its mission by buying materials in both print and non-print form. Cassettes, compact disks, DVDs and CD Roms are some formats being purchased.

The community which Monroe Free Library serves focuses on the Town and Village of Monroe, Village of Kiryas Joel, and the Village of Harriman. The Library also serves as a member of the Ramapo Catskill Library System which has 47 member libraries. The Library serves a wide geographical area with a diverse population.

The Monroe Free Library subscribes to principles of the intellectual freedom as stated in the "Library Bill of Rights" (see Appendix 1), a document issued by the American Library Association. Monroe Free Library is committed to honor the rights of an individual to use the library regardless of age, race, religion, national origin, or social or political views. The staff of the Library provides equal service to all Library users. Children and adults are equally free to use the entire library and to borrow all materials in the circulation collection.

II. SELECTION PROCESS:

Library materials are selected by members of the staff after consulting professional review media. Staff members consult with each other to review the needs of the community as documented in circulation and reference statistics and by requests of patrons.

III. STANDARDS OF SELECTION:

Selection of non-fiction material is considered by the librarians on the basis of the author's competency, the information presented, and the potential usefulness to the Library's collection. The Library staff attempts to meet the patrons' demands as well as purchasing both pertinent and timely materials. Books that have current political and social significance are given high priority for selection. The Library makes a special effort to obtain material representing all sides of controversial issues.

The Library maintains an extensive collection of financial directories, updated laws, periodicals, and newspapers. The Library continuously updates materials in the areas of education, health, government, technology, science and current events to meet the informational needs of our patrons.

Local history, materials relating to Monroe and the surrounding villages of service are sought for the collection. Local newspapers, town reports, public documents, books by local authors and books about the area are collected.

The Library will consider whether or not the material under consideration duplicates materials already in the Library's collection.

The Library attempts to purchase a wide variety of fiction to satisfy the needs of all our borrowers. The Library staff choose titles on the basis of reviews that consider, among other things, the appeal of a book for a specific audience, the artistic skill evident in its rendering, and the literary reputation of the author.

Gift books in good condition are welcomed by the Library. Once accepted, the donated material will be checked to see if they are in good condition, and if they meet the Library's standards of selection. If donated items are not added to the Library's collection, the Library reserves the right to either sell them at library book sales or to otherwise dispose of them.

The Library welcomes suggestions for the purchase of materials. Suggestions will be subject to the same standards of selection as other considered materials.

Due to the varied demands made upon the Library's resources, the number of duplicate copies bought for reserves will be limited.

The Library will gladly accept recommendations for books that are to be given as memorials or gifts. The Library reserves the right to choose the material to be purchased should the donor not specify a title or subject matter.

The Library will maintain the collection by retaining or replacing essential materials and removing on a systematic and continuous basis those works that are worn, outdated, and/or inaccurate, or no longer in demand.

IV. OBJECTIONS TO LIBRARY MATERIALS:

Any individual who desires may express his or her objections to particular library materials by completing a "Reconsideration Form". After the form is completed, it will be brought to the attention of the Library Director who will evaluate the original reasons for the purchase of the material. The Library Director will then respond to the person making the objection. Any remaining objections will be addressed by the Board of Library Trustees.

V: POLICY DEFENSE:

The Monroe Free Library Collection Development Policy defends the principles of freedom to read, view or hear. The Library Board of Trustees has adopted and declared that it will adhere to and support:

- A.) The Library Bill of Rights
- B.) The Freedom to Read Statement adopted by the American Library Association
- C.) The Free Access to Libraries for Minors Statement(All are attached to the Policy)