

Tuxedo Park Library

Materials Selection Policy



Mission of the Tuxedo Park Library

The Tuxedo Park Library strives to meet the informational and recreational needs of the residents of the Town of Tuxedo. It seeks to be the heart of the community. The Library stimulates interest in reading and lifelong learning, and affirms the historical significance of our town by providing open access to cultural, intellectual and educational resources.

General Library Objectives

The Tuxedo Park Library renders free library service to all individuals and groups in the Town of Tuxedo. It provides access to information of all types in a wide variety of formats. Its basic objectives are to provide and service expertly selected materials that aid the individual in the pursuit of information and in the creative use of leisure time.

Objectives of Selection

Within the limitations of its available space and budget, the Library selects materials from among those which supply specific information, enlarge experience, broaden horizons, stimulate imagination, promote appreciation, and provide recreation. The importance of basic, permanent value books and timely materials on current issues is considered.

Responsibility for Selection

The authority and responsibility for the selection of library materials is delegated to the Director and to the staff who are qualified for this activity by reason of education, training, and experience.

General Criteria

General criteria for materials selection include:

1. Readability and popular appeal
2. Quality of material
3. Reputation and significance of author, publisher, and/or producer
4. Timeliness or permanence of the subject

Materials to satisfy highly specialized interests are bought if real or potential demand exists. While suggestions from patrons are welcome and are given serious consideration, the Library cannot include in its permanent collection every specialized book desired by individuals, nor can it answer every obscure or specialized question. In certain cases, the

most satisfactory service to a patron is to obtain the materials on interlibrary loan, or to refer the individual to another institution.

The Library asserts its right and duty to keep on its shelves a representative selection of materials on all subjects of interest to its patrons and not prohibited by law, including materials on all sides of controversial questions. The Tuxedo Park Library adheres to the American Library Association (ALA) Library Bill of Rights. Gifts of books or other materials are accepted by the Library with the explicit understanding that they may not necessarily be added to the collection, but will be used if possible.

Specific Criteria

All acquisitions, whether purchased or donated, are considered in terms of the following standards. An item need not meet all of the criteria in order to be added to the collection. When judging the quality of materials several standards may be used.

1. Attention given by critics, reviewers, professional book selection aids and the public.
2. High standards of quality of content, format, binding, and consideration of cost of the material.
3. Reputation and significance of the author.
4. Present and potential relevance to community needs.
5. Appropriateness and effectiveness of medium to content.
6. Relation to existing collection and other materials on the subject.
7. Importance as a document of the times.
8. Insight into human and social conditions.

Collection Maintenance

To ensure a vital collection of continued value to the community, books and other materials that have outlived their usefulness are withdrawn.

Statement on Reconsideration

Once an item has been accepted as qualifying under the selection criteria, it will not be removed at the request of those who disagree with it unless it can be shown to be in violation of these policies. There is a formal procedure for reconsideration of materials (see "Patron's Statement of Concern about Library Resources"). The Director is available to discuss the interpretation and application of these selection principles.

Local History Room

1. The general aim of the Library with regard to local history materials is to attain a fair degree of inclusiveness. It is the general policy of the Library to acquire, as far as is practicable, one copy for reference use of all materials contributing to the scholarship of the Town of Tuxedo and its local environs. Duplicates of material likely to be useful for circulation, including standard works and current publications on subjects in demand, are acquired when available.
2. The Library will collect or purchase photographs, photographic negatives, prints, books, pamphlets, periodicals, newspapers, serials, documents, maps, atlases clippings, videos, and post cards. The Library will collect a representative collection of photographs of local persons, buildings, outdoor views, and subjects such as agriculture, industry, etc., both past and present.
3. The Library will not purchase, collect or accept gifts of paintings or museum objects.
4. All items accepted by the Library as gifts become the sole property of the Library and may be used or disposed of in whatever manner the Library deems appropriate. Gifts must be free from donor-imposed restrictions.
5. It is the policy of the Tuxedo Park Library not to loan items or materials from the Local History Room. There are several duplicate titles in the circulating collection. Exceptions will be considered for educational purposes at the discretion of the Director.

Adopted by the Board of Trustees, March 1992

Revised March 14, 2007

