

SUNSHINE HALL FREE LIBRARY
By-Laws & Policy Manual
(Approved: December 18, 2012)

being displayed is offending nearby library patrons, the Internet user will be asked to terminate the site by a member of the library staff.

XII. MATERIALS SELECTION/COLLECTION DEVELOPMENT POLICY

A. OBJECTIVES

The purpose of the Sunshine Hall Free Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

- 1) Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.
- 2) The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.
- 3) The *Library Bill of Rights* and *The Freedom to Read Statement* have been endorsed by the Sunshine Hall Free Library Board of Trustees and are integral parts of the policy.
- 4) The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

B. RESPONSIBILITY FOR SELECTION

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Sunshine Hall Free Library Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

C. CRITERIA FOR SELECTION

- 1) The main points considered in the selection of materials are:
 - a. individual merit of each item
 - b. popular appeal/demand
 - c. suitability of material for the clientele
 - d. existing library holdings
 - e. budget
- 2) Reviews are a major source of information about new materials. The primary source of reviews is Booklist.
- 3) The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title that is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

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D. INTERLIBRARY LOAN

- 1) Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.
- 2) In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Sunshine Hall Free Library agrees to lend its materials to other libraries using a standard interlibrary loan policy.
 - a) New titles to the library do not circulate via ILL.
 - b) New films, with the exception of instructional/non-fiction, do not circulate via ILL.
 - c) Any patron utilizing ILL agrees to the user policies of the lending institution.

E. GIFTS AND DONATIONS

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed.

- 1) If they are not needed because of duplication, condition, or dated information the director can dispose of them as he/she sees fit. The same criteria of selection which are applied to purchased materials are applied to gifts.
- 2) Memorial gifts of books or money are also accepted. Specific memorial books can be ordered for the library on request of a patron if the request meets the criteria established by the Board. It is desirable for gifts of or for specific titles to be offered after consultation with the library director. Book selection will be made by the director if no specific book is requested. The Sunshine Hall Free Library encourages and appreciates gifts and donations.
- 3) By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

F. WEEDING

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

G. POTENTIAL PROBLEMS OR CHALLENGES

The Sunshine Hall Free Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

- 1) Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

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- 2) Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

H. CHALLENGED MATERIALS

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Statement of Concern About Library Resources" form and submit it to the Director. The inquiry will be placed on the agenda of the next regular meeting of the Sunshine Hall Free Library Board of Trustees. *(SEE FORM 'D' IN APPENDIX)*

XIII. LOCAL AUTHORS, LOCAL HISTORY COLLECTIONS

The Sunshine Hall Free Library may, on occasion, create special collections of local materials that do not fully meet the purchasing criteria of the Library Materials Selection Policy. Two such collections are the Local Authors Collection and the Local History Collection.

A. LOCAL AUTHORS COLLECTION

Published works by authors and/or illustrators who reside or have resided within the territory served by the Sunshine Hall Free Library may be purchased or accepted as gifts regardless of reviews or other considerations specified in the Selection Criteria. This special collection may be non-circulating and housed in a restricted area, but will be listed in the library's catalog of holdings.

B. LOCAL HISTORY COLLECTION

Materials relating to the history of the communities, townships, organizations, or families residing in the charter area of the Sunshine Hall Free Library may be purchased or accepted as gifts regardless of reviews or other considerations specified in the Selection Criteria. Material relating to other related areas of Sullivan County may be included in this collection, but material relating to general New York State history or unrelated New York counties will not be included. The Local History Collection will be non-circulating and housed in a restricted area, but will be listed in the library's catalog of holdings.

C. ACCESS

Access to both collections may be restricted to in-house use only and may require identification of the person seeking access (name, address, telephone number, etc.) The restricted access will be in the view of a staff member at all times. Copying of fragile material may not be allowed.

D. CIRCULATION COPIES

Duplicate copies of material in either the Local Author or Local History Collection may be available for circulation under the normal and usual circulation regulations of the Sunshine Hall Free Library. Under no circumstances will the only available copy of an item in either restricted collection be available for circulation.