

# **Rose Memorial Library Association Collection Development Policy**

## **1. Mission Statement:**

We preserve the past, enrich the present and enhance the future for all Stony Point residents.

## **2. Purpose of Collection Development Policy:**

The Collection Development Policy, approved by the Library Board of Trustees, is one of the Library's fundamental policy documents. It outlines the philosophies that create and shape the Rose Memorial Library Association's unique collection, the practices that maintain it over time and the guidelines that help the collection respond to community needs while protecting the collection from societal and political pressures. The Collection Development Policy ensures that over time, the Rose Memorial Library Association's collection will remain on course, reflecting the diverse wants and needs of our community members.

## **3. Philosophy and Scope of the Collection:**

The Rose Memorial Library Association collects materials, in a variety of popular formats, which support its function as a major information source for the needs of its service area. The collection also serves the general educational interest, recreational, and entertainment needs of the public. Widespread interest and usage are the most powerful influence on the Library's collection. Selections are also made to provide depth and a diversity of viewpoints and experiences to the existing collection.

Inherent in the collection development philosophy is an appreciation for each customer of the Rose Memorial Library Association. The Library is a forum for all points of view on current and historical issues, therefore adheres to the principles of intellectual freedom as expressed in the [Library Bill of Rights](#) and contained within the Freedom to Read and Freedom to View Principles adopted by the [American Library Association](#) or ALA. It is the goal of the Rose Memorial Library Association to make available to its customers materials that reflect the diverse community served by its Library collection.

Materials for children and teenagers are intended to broaden their vision, support recreational reading, encourage and facilitate reading skills, supplement their educational needs, stimulate and widen their interests, lead to recognition and appreciation of literature and reflect the diversity of the community and our world. The reading and viewing activity of a child is the responsibility of their parents/guardians, who guide and oversee their own child's development. The Rose Memorial Library Association does not intrude on that relationship.

**4. Scope of the Collection:** The library's collection includes physical and digital materials. The specific formats of the materials are determined by current availability and popularity.

**5. Responsibility for Collection Management:** Implementation of collection development policy and management of the collection is assigned to relevant Library staff. Rose Memorial Library Association disposes of materials that have been withdrawn according to the criteria for weeding and withdrawal outlined below. The Friends Foundation serves as an instrument for the Library, reselling and redistributing Library materials that are withdrawn from the collection or donated to the Library and designated by the Library for resale.

**6. Selection Criteria:** Collection development staff use their training, knowledge and expertise along with the following general criteria to select materials for the collection:

- Relevance to interests and needs of the community
- Extent of publicity, critical review and current or anticipated demand
- Current or historical significance of the author or subject
- Relevance to the existing collection's strengths and weaknesses
- Reputation and qualifications of the author, publisher or producer, with preference generally given to titles vetted in the editing and publishing industry
- Suitability of format to Library circulation and use
- Date of publication
- Price, availability and Library materials budget
- Online resources are also evaluated based on accessibility and the availability of library licensing

**6. Customer Requests:** Customers may request items the Library does not own. Each request is reviewed for inclusion in the collection using the aforementioned selection criteria and status of material's availability within the Ramapo Catskill Library System (RCLS).

**7. Materials Donations:** Rose Memorial Library Association does not accept donations of any materials due to space limitations.

**8. Collection Management:** The Library's collection is a living, changing entity. As items are added, others are reviewed for their ongoing value and sometimes withdrawn from the collection. Great care is taken to retain or replace items that have enduring value to the community. Decisions are influenced by patterns of use, the capacity of the location and the holdings of other RCLS libraries that may specialize in a given subject matter. Staff review the collection regularly to maintain its vitality and usefulness to the community.

**Criteria for Weeding and Withdrawal:** The following criteria are used in selecting materials for withdrawal:

- Damage or poor condition
- No longer relevant to the needs and interest of the community
- Infrequent use and lack of demand
- No longer accurate
- Availability elsewhere including other RCLS libraries and online

Disposal of withdrawn items will be carried out in the manner most advantageous and accessible to the Library. Proceeds from the sale of any withdrawn items will return to the Library.

**9. Requests for Reconsideration:** The Library opposes any attempts by individuals or groups of individuals to censor materials selected for its collection. Further, the Library's decision to acquire or remove materials from its collections will not be determined by partisan or doctrinal points of view. It is the Library's goal to offer the widest diversity of views and expressions, including those which may be unorthodox or unpopular with the majority or controversial in nature. The Library's decision to acquire material does not constitute endorsement of the material's content. Customers are free to challenge the presence of material in any collection and may request in writing reconsideration of the appropriateness of the item in question following the process.

Rose Memorial Library Association members requesting reconsideration and removal of items in the collection may submit a fully completed Request for Reconsideration of Library Material form, which is available at the Library. Once the completed form has been submitted, the Library Director will appoint a committee of library staff members with appropriate professional expertise to review the request in relation to the Library's mission and selection criteria. A reply with the results of the review will be sent within thirty days of receipt of the request. If the requesting party is not satisfied and wishes to appeal the decision, the request will then be forwarded to the Board of Library Trustees. The Board of Library Trustees will have final decision on any request for the removal of materials from the Library. The item in question will not be removed from the shelf during the reconsideration process.

**Approved by the Board of Trustees on May 17, 2023**