

Patterson Library Materials Selection & Collection Development Policy

Adopted by the Board of Trustees Nov. 12, 2020

Objectives

The purpose of the Patterson Library is to provide all members of the community and surrounding area with thoughtfully selected materials, which will enhance all library users in their pursuit of information, research, and the creative use of leisure time.

Patterson Library must have a selection policy that will accommodate community interests and needs. Materials are selected that will represent all points of view concerning issues of importance to our society. Differences in age and educational levels will also be considered during the selection process.

Library materials will be selected in a variety of formats including, but not limited to, videos, print, sound recordings and electronic media.

Responsibility for selection

The ultimate responsibility for material selection rests with the library director who operates within the framework of the policies determined by the Patterson Library Board of Trustees. This responsibility may be shared with other library staff members;

however, because the director must answer to the library board and community members for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

Criteria for Selection

The following main points considered in materials selection are individual merit of the item, popular appeal & demand, material suitability for patron population, existing library holdings and budget restrictions. Material reviews are a major source of information used in the selection process. The following are some, but not all review sources used in the selection process: Booklist, American Libraries Magazine and the New York Times Book Review.

Gifts & Donations

The library accepts books and other materials with the understanding that they will be added to the collection only if appropriate and needed; this includes memorial gifts and donations. The director may dispose of materials, which are in poor condition, duplications or out of date. Memorial gifts of materials or money are also accepted and will be designated memorials with a bookplate placement in the designated gift.

De-Selection (Weeding)

An up-to-date, attractive and useful collection is maintained through a continual

withdrawal and replacement process. Replacement of worn materials is dependent upon current interest and demand, usefulness and relevancy. This ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees.

Challenged Materials

Although materials are carefully selected, there may arise differences of opinion regarding suitable materials. Registered library users requesting that material be withdrawn from the collection are urged to complete a Patterson Library Reconsideration of Library Resources Form, which is available at the circulation desk. Upon review of said form, the library director shall issue a decision based on the above policy in writing to the registered library user. Written decisions will be made within a fourteen-day period. Decisions by the library director may be appealed to the library board of trustees in writing within a fourteen-day period after receipt of the director's initial decision. All decisions of the library board of trustees shall be final.

Patterson Library Reconsideration of Library Resources

The Board of Trustees of Patterson Library has delegated the responsibility for selection and evaluation of library resources to the Library Director, and has established reconsideration procedures to address concerns about those resources.

If you wish to request reconsideration of library resources, please return the completed form to the Library Director, Patterson Library, 40 S. Portage Street, Westfield, New York, 14787.

Date: _____

Name: _____

Address: _____

City _____ State _____ Zip _____

Phone _____

Do you represent yourself? _____ Organization (name) _____

Resource(s) which you are questioning: Book _____ Audio _____ Video _____

Magazine _____ Programming _____ Other _____

Item Title: _____

Responsibility (author) _____

What concerns you about this material? Please cite specific passages, pages, examples, etc. Is your objection to the material based upon your personal exposure to it, or upon reports from other library users? Have you read or reviewed the material in its entirety?
