

## Collection Development

The Collection Development Policy is based on the Library's Mission and the long-established principles of the [Library Bill of Rights](#), [Freedom to Read Statement](#), [Freedom to View Statement](#) and [Access to Library Resources and Services to Minors](#), as adopted by the American Library Association.

The Library provides a contemporary, relevant collection of resources in a wide range of formats to meet the informational, educational and recreational needs of its community. The Library strives to meet these needs within the limitations of space, staffing and budget. The Library endeavors to make use of new technologies and formats to offer Library users the greatest access to information and ideas.

The Library maintains a wide variety of fiction and nonfiction materials with added depth in the area of local history. Materials and formats are not maintained past their relevance. This ensures a collection of current interest to our patrons. Textbooks and materials of a highly technical or specialized nature more appropriate for research or special libraries are generally excluded from the collection.

The Library recognizes that there are ideas, opinions, viewpoints and philosophies which are subject for discussion and debate and that any community will be made up of citizens with divergent viewpoints. The Library endeavors to provide equal access to all points of view within the limits of financial resources and physical space. When judging the merit of materials for purchase, Library staff refer to professional review publications, news media, recommended lists by professional organizations, patron requests, literary awards, and the popularity of similar items.

### **Guidelines for Materials Selection**

Collection development is based on these specific criteria:

- Community needs, interests and demands
- The importance of subject matter to the collection
- Price and availability for purchase

### **Responsibility for Selection**

The ultimate responsibility for materials selection rests with the Library Director, who operates within the framework of policies determined by the Library Board of Trustees. The Library Director delegates the responsibility for materials selection to library staff.

Approved: July 7, 2021

Latest Review: July 7, 2021

## Gifts and Donated Materials

The Library welcomes monetary gifts and material donations. The library reserves the right to accept or decline acceptance of any gift. Upon receiving the donation, it becomes the sole property of the Library. The Library reserves the right to decide the disposition of each gift. The library accepts gifts according to the following guidelines:

### **Monetary Gifts**

The library welcomes and appreciates monetary contributions. The gift will be placed in an operational line where funds are needed at the discretion of the Library Director.

### **Gifts of Materials**

The library accepts gifts of gently used books, DVDs, and CDs. The same evaluative criteria that are applied to selection of purchased materials are used to decide whether or not donated items will be added to the Library's collection. Items that are not added to the collection will be offered at the Library's book sale fundraisers, which generate funds for the purchase of new materials. Unsold books are donated to Better World Books to support literacy programs around the world.

The Library will not accept the following items: textbooks, magazines, encyclopedia sets, or condensed books. All materials must be clean and in good condition. The Library will not accept mildewed, badly torn, or dirty items. Please limit your donations to two boxes per month in order for staff to review and store.

### **Gifts of Personal Property**

Because the Library does not serve the function of a museum, gifts of items for permanent display or preservation are not accepted unless the item is specifically related to the Dover Plains Library.

Approved: July 7, 2021

Latest Review: July 7, 2021

## Weeding

The Library staff will systematically weed worn, dated, or damaged library materials as an integral part of the selection process. The process helps maintain the quality of the Library's collection and is not intended to sanction removal of library materials based upon any controversy surrounding the material. Staff, during this process, should consider the selection principles stated in this Policy. Weeded materials may be offered at the Library's book sale fundraisers or donated to Better World Books to support literacy programs around the world.

When removing an item from the collection, the following are considered:

- How long has the material remained in the Library without being used?
- Is the information found therein incorrect or misleading because of new information or discoveries?
- Does the Library own more recent and more accurate material on the same subject?
- Is there an historical significance that may make the materials valuable at present or in the future?
- Is the work a standard in its particular field?
- What is the general condition of the material?

Approved: July 7, 2021

Latest Review: July 7, 2021

## Challenge of Library Materials

The Library believes in freedom of information for all, and does not practice censorship. The Library follows the [American Library Association's Freedom to Read Statement](#), [The Freedom to View Statement](#), and the [Library Bill of Rights](#).

The Library holds the choice of reading and viewing materials as a purely individual matter. Patrons are free to reject books and other materials of which they do not approve. Patrons may not exercise censorship to restrict the freedom of others.

Responsibility for materials selected and read, heard or viewed by children and adolescents, rests with their parents or legal guardians. Library selection decisions are not influenced by the possibility that materials may be accessible to minors. The Library does not indicate through the use of labels or other devices particular points of view or perspectives contained in library materials. No items are sequestered to control access.

In order to request that a material be reconsidered, a patron must:

- Be a resident of the Town of Dover and currently hold a valid Dover Plains Library card.
- Have read, viewed, seen, or heard the material in its entirety.
- Have reviewed the Library's Collection Development Policy and the Library Bill of Rights.
- Completed the Request for Reconsideration of Library Materials form.

Only completed forms will be reviewed by the Library. The Library does not respond to anonymous phone calls, rumors, or voiced concerns according to the reconsideration process. Individual titles may only be reviewed once every five years, unless substantial content changes have been made. Complaints will be considered by the Director who will make the decision regarding the material. The Library Director will notify the patron of the decision.

If not satisfied with the Director's decision, the patron may file an appeal with the Library's Board of Trustees within three weeks (21 days) of issuance of the written decision. The appeal should be presented in writing to the President of the Board. In the event of an appeal, the Library Board will be given a copy of the patron's completed form and the Director's response to the patron.

All Board members should read and/or evaluate the material of concern, weigh values, and form opinions based on the accepted Library Selection Policy. Library Board members and the Librarian (at a regular scheduled meeting) shall determine the disposition of the material and then meet with the Complainant to review the Board's decision. Copies of the complaint and resolution should be kept on file and a copy of the disposition should be given to the Complainant.

Approved: July 7, 2021

Latest Review: July 7, 2021

## Copier/Copyright

The Library provides a photocopier for public use, primarily to facilitate patron use of non-circulating materials such as reference books, magazines, newspapers, local history materials, and also to copy personal documents. Fees for the copier are established by the Library Board and are reviewed annually.

Staff makes all copies unless it would make them uncomfortable to do so. When assisting with the copier, staff will not knowingly violate copyright law. We expect patrons to consider carefully if their copies are in violation of copyright law. The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. The person using this equipment is liable for any infringement. Further information about copyright law may be found at the U.S. Copyright Office's website: [www.copyright.gov](http://www.copyright.gov)

The Library attempts to maintain its equipment in good working order for general copying. Patrons seeking high quality printing or copies are directed to local printing businesses.

Approved: July 7, 2021

Latest Review: July 7, 2021

## Local History

The Library collects, organizes, preserves, and provides access to sources that document the history of the Town of Dover and its inhabitants, government, environment, businesses, institutions, and organizations. The aim of this collection is to provide resources for town residents and researchers to explore the personal, historical, and cultural heritage of Dover and its environs in meaningful and creative ways.

In order to preserve this collection, local history items do not circulate and are cataloged as part of the Library's reference collection. Library staff is available to assist with photocopying as needed.

Approved: July 7, 2021

Latest Review: July 7, 2021