

Collection Development

Southold Free Library provides a collection of materials in many formats, providing access to ideas and information for all members of the community. The library recognizes its responsibility to select and maintain the collection carefully and make its resources available to every patron regardless of national origin, age, background, or personal beliefs.

The library incorporates as part of this collection development policy the following documents of the American Library Association: The Library Bill of Rights, The Freedom to Read, and The Freedom to View statements.

The Board of Trustees delegates authority and responsibility for the selection of library resources to the Library Director. At the discretion of the Director, qualified library staff is given the responsibility to select resources within the framework of this policy.

The library will acquire:

- Resources and thoughtful interpretations that document and illuminate the past
- Contemporary resources that represent various points of view, of current interest and possible future significance including resources which reflect current conditions, trends and controversies
- Resources designed to increase an individual's ability to function effectively as a productive member of society
- Resources which provide a meaningful aesthetic experience, stimulate the imagination, and increase an individual's potential for creativity
- Resources, including the experimental or controversial, which extend an individual's capacity to understand the world
- Resources which enhance an individual's enjoyment of life
- Resources for young people that aim to meet the diverse recreational, cultural and informational needs of that segment of the population from infancy to adolescence

Criteria for selection

Resources are evaluated as a whole, and not on the basis of a particular section or sections.

While a single standard cannot be applied to each potential item for selection, resources are judged by appropriate criteria. In some instances, these criteria include artistic or literary merit, scholarship, or the value of the resource to the informational needs of the community or substantial demand.

The library affirms the right and responsibility of parents to determine and monitor their children's use of library materials and resources.

The following criteria will apply to purchased and donated resources, as well as selected on-line sites:

- Relevance to community needs
- Potential and/or known demand
- Relative importance in comparison with resources on the same subject already in the collection
- Quality of writing, design, illustration or production
- Current popularity and or permanence
- Suitability of subject, style, format and reading and/or interest level of the intended audience
- Reputation of the publisher or producer, authority and significance of the author, composer, filmmaker, etc
- Favorable review(s) in reliable review sources such as New York Times Book review, Library Journal, School Library Journal, local newspapers, etc.
- Availability and accessibility of the same resources in other libraries in the Suffolk Cooperative Library System

Collection Maintenance

Responsibility for collection maintenance and for the disposition of withdrawn resources rests with the library director and designated staff.

Any work may be withdrawn from the collection if it no longer meets selection criteria, including available space and the physical condition of the work. Withdrawn materials will be resold in the Book Cottage administered by the Friends of the Southold Free Library.

Replacement materials may be purchased if the need for replacement meets these criteria:

- The material still meets selection criteria
- The material is still in demand
- The material is not readily available through interlibrary loan
- The material is a recognized classic
- The material has historical value or other value for the library and/or the community

Material Selection Inquiry

Southold Free Library recognizes that any given item may offend some patrons. Selection will not be made on the basis of anticipated approval or disapproval, but solely on the principles stated in this collection development policy.

Library resources will not be marked or identified to show approval or disapproval of their contents, and no item will be placed on closed shelves except for the express purpose of protecting it from abuse or theft.

Responsibility for monitoring a child's access to resources rests with the parent(s) or legal guardian(s).

Patrons requesting that resources be withdrawn must complete the Materials Selection Inquiry form and submit it to the Library Director. The request will be considered in light of the library's collection development policy, the principles of the ALA Bill of Rights, ALA Freedom to Read statement, and ALA Freedom to View statement as well as opinions of the various review sources.

Adopted by the Board of Trustees April 26, 1995

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