

Collection Development Policy

The Mastics-Moriches-Shirley Community Library serves a large group of people of differing interests and concerns. The library supports intellectual freedom and has adopted the following statements as policy: ALA Freedom to Read Statement, ALA Library Bill of Rights, and the "Freedom to View" statement of the American Film and Video Association.

Principles of Selection

The Community Library obtains, organizes and makes available print, non-print materials, and digital works that record the thought, expression, and opinion of mankind. Library resources may be made available on site or remotely through digital access. The professional staff of the library (librarians) in making selections should do so in a manner based upon principle rather than personal opinion, reason rather than prejudice, and judgment rather than censorship.

To build collections of merit and significance, selections must be measured by a number of criteria. The basic test for selection of any item is whether it is of proven or potential interest to the people served. Other considerations include the quality of the material, the attention of critics, reviewers and the public, the amount of similar materials already in the collection, and the extent to which the material may be available elsewhere in the community. In addition, the cost, physical makeup and accessibility of the material are considered. These decisions are all professional in nature.

Materials will be selected both to satisfy the prevalent tastes, need and reading abilities in the community, and to provide diversity in recognition of changing and minority interests, including physical limitations of engaging with content. In choosing materials to suit a variety of tastes, differing viewpoints on controversial issues will be included.

The library does not serve as censor of the reading of any member of the community. The library does not endorse all opinions expressed in the materials that are stocked. Indeed, since materials often hold diametrically opposite views, this would be impossible. Some materials chosen may be offensive, shocking or boring to some users but may be meaningful and significant to others. Works being considered will be viewed as a whole, not in isolated parts.

Responsibility for the reading, listening to, viewing or using items in the collection by minors rests with their parents or local guardians. Selection of adult material will not be restricted by the possibility that these materials may come into the possession of minors. The library will not act *in loco parentis*. In providing materials for student use, the library cannot provide multiple copies of individual books or textbooks for school assignments, nor can it duplicate subject materials extensively.

Responsibility for Selection

The initial responsibility for materials selection lies with the professional staff (librarians) of the library operating within the areas of service to children, young adults, and adults. All

staff members and the general public may recommend material for consideration.

The ultimate authority and responsibility for the selection of library materials is delegated by the Library Board to the Library Director. The Director may, under his or her discretion, assign responsibility for collection development oversight to senior professional staff members (Department Heads) in each service area.

Disposal/Discarding of Materials

Physical items are discarded from the collection if they are surplus to the needs of the library, their information or format has become obsolete, they are available elsewhere or in other formats, or they are so worn physically as to be unusable. Digital collection items may be discontinued or replaced with alternate sources without notice, due to factors such as price, ease of use, or contracted access terms with third party providers.

Librarians continually evaluate the relevance, use and condition of the collection and establish criteria for discarding or discontinuing access to items. Physical items may be disposed of in any legal manner, but a reasonable effort will be made to sell the used items (whether to the public through a local booksale, or by other means to recoup some of the costs of the item). Used library items that are not sold will be made available by donation to other nonprofit agencies if they can be put to educational use. Priority of donating used library material will be to offer it to local agencies in the Library's area of service first. If no local agencies can accept material, it will be offered to nearby nonprofit agencies (Suffolk County) who serve clients in the Mastics, Moriches or Shirley area.

Used materials will only be donated outside the county if they cannot be sold, or if no local agency can accept them within a reasonable time period. It is the responsibility of the Library Director, with recommendations from professional staff, to ultimately determine the disposition of used library materials, with approval from the Board of Trustees.

Gifts of Materials

Gift additions must meet the same selection criteria as purchased materials.

Reconsideration of Library Materials (Challenges)

Materials shall not be removed from collection because of partisan, doctrinal, or moral disapproval. The only materials which shall not be in the Library's collection are those judged by the appropriate court or courts to be illegal. If a patron so chooses, he/she may make a formal complaint by filling out a "Request for Reconsideration" form.

Requests for reconsideration may be made only by registered patrons, and shall be made in writing and given to the Library Director for a written response. Patrons must fully identify themselves in order to make a request for reconsideration - requests from groups will not be considered. Appeals from the Library Director's decision may be directed only to the Board of Trustees for their final decision.