

# COLLECTION DEVELOPMENT POLICY

## **Philosophy of Service**

The Patchogue-Medford Library is committed to providing quality library collections and services. This Collection Development Policy provides a framework for the growth and development of collections in support of the Patchogue-Medford Library's mission "to provide resources and opportunities to empower, educate and entertain the community." The Patchogue-Medford Library is committed to intellectual freedom and adheres to the principles of intellectual freedom, adopted by the American Library Association, as expressed in the [Library Bill of Rights](#) and the [Freedom to Read](#) and [Freedom to View](#) Statements. In addition, Patchogue-Medford Library endorses and affirms the [New York Library Association Position Statement on the Defense of Intellectual Freedom](#).

The Library welcomes citizen's expressions of opinion concerning materials purchased. We recognize that while collections are developed to meet the needs of all users, individual items within the collections may not be a match for everyone. Each individual is responsible for making their own choices regarding appropriateness of materials. We support each parent's/guardian's right to determine what is best for their child. However, this does not give a parent/guardian the right to restrict others' access to materials.

## **Scope of Collection**

The Library aims to develop a meaningful, evidenced-based collection positioned to meet the needs and interests of our diverse community by providing a wide range of literary, cultural, educational, informational and recreational materials for people of all ages. . A well-rounded collection of materials which serves a broad spectrum of users must provide the widest possible selection of print and non-print formats. The Library collects formats that are viable and discontinue ordering or phases out formats no longer available or in demand. Other developing types of material will be acquired and made accessible, as they are judged suitable, meaningful, and relevant to the community. We strive to be "format neutral," defining physical and digital collections and content as materials to which we facilitate access for and with our community.

## **Special Collections**

In addition to maintaining strong general collections, the Library places particular emphasis on the following special collections to fulfill our responsibility as Central Library of Suffolk County: law, genealogy, career, citizenship, music and local history. The Celia M. Hastings Local History Room preserves and documents the history of the Patchogue and Medford communities, and to a lesser extent Suffolk County and New York State.

## **Responsibility for Selection**

The authority and responsibility for the selection of library materials is delegated to the Library Director and, under his or her directions, to the professional staff members who

are qualified for this activity. Final responsibility for selection lies with the Board of Trustees. Community and staff requests/recommendations are welcomed and are subject to the same criteria as any other material. Customers can request that specific items be purchased by filling out the [Contact Us](#) form online or by speaking to a Librarian. As a general rule, the Library does not collect textbooks, technical, or self-published materials not professionally reviewed.

### **Criteria for Selection**

Each type of material must be considered in terms of its own excellence and the audience for whom it is intended. No single standard can be applied in all cases. Some materials may be selected primarily in terms of artistic merit, scholarship or value to humanity. Others are selected to satisfy the informational, recreational or educational interests of the community the library serves. Evidence-based methods include traditional metrics (circulation, usage analytics such as downloads and website visits, and usage ratios); and less formal inputs via conversations with the community. The selection of materials on controversial issues will be directed toward maintaining a diverse collection representative of various views. Customer suggestions are always considered for addition to the collection. Staff members involved in the selection of resources will be guided by, but not limited to, the following criteria. An item need not meet all of the criteria in order to be acceptable.

- public demand, interest or need
- contemporary significance, popular interest or permanent value
- attention of critics, reviewers, media and the public
- prominence, authority and/or competence of author, creator or publisher
- demographics and languages spoken in the community
- timeliness of material
- relation to existing collections
- statement of challenging, original, or alternative point of view
- authenticity of historical, regional or social setting
- accessibility for multiple users of electronic formats
- suitability of format for library use
- value of resource in relation to its cost
- availability of resource in other libraries

The Library works cooperatively with other local libraries, library systems state-wide and the State Library to provide the broadest access to materials for our patrons. Thus, the selection of materials for the Library's collection is influenced by the ability to readily borrow materials from other libraries to support a limited demand from our Library's patrons and/or minimize duplication.

### **Collection Maintenance, Replacement and Weeding**

Ongoing evaluation and review of Library materials is necessary to maintain a viable collection that meets the community's needs and interests. Physically deteriorated,

duplicate, superseded and/or obsolete materials may be replaced or removed at the professional staff's discretion. This improves the accuracy, reliability and currency of the information in the collection in addition to making room for new items and creating an appealing atmosphere. Materials that have not circulated in more than 1 year may also be removed. It is the responsibility of professional staff to assess the need for replacing materials that are damaged, destroyed or lost. Items are not automatically replaced. Decisions are based on need, demand and budget. Updated versions may be purchased when indicated.

## **Gifts**

Patchogue-Medford Library accepts gifts of materials without commitment as to final disposition. Decisions on whether and how donated items will be added to the Library's collections are based on the same evaluative criteria that are applied to purchase materials. Items that are not added to the collections are given to the Patchogue-Medford Friends of the Library.

## **Request for Reconsideration of Materials**

A patron who has questions or concerns about Library materials are encouraged to bring these concerns to our attention by speaking or emailing a librarian. Library personnel will make every effort to respond thoughtfully and speedily. If concerns are not resolved, a patron may make a "Formal Request for Reconsideration of Library Materials" by using the form (see appendix). Anonymous requests shall not be considered. The Library Director shall review the request and evaluate the materials in question based upon the principles and criteria outlined in this policy.

The Director shall respond in writing within a reasonable amount of time of the receipt, in the library, of the request. The Director shall advise the Board of both the request and their response at the next regularly scheduled Board meeting. Patrons who wish to appeal the decision of the Library Director may submit a request, in writing, to the Library Board of Trustees for reconsideration. The Library board shall consider the request based on the factors listed above and advise the patron in writing of its decision.

Adopted by the Board of Trustees March 2018; revised January 26, 2022.

**Appendix:** Request for Reconsideration of Library Materials Form

## **Appendix 1: Request for Reconsideration of Library Materials Form**

The Board of Trustees of Patchogue-Medford Library has delegated the responsibility for selection and evaluation of library materials to the Library Director and, under his or her directions, to the professional staff members who are qualified for this activity. Procedures are in place to address concerns about library materials. Patrons who would like the library to reconsider materials in the collection must make a "Formal Request for Reconsideration of Library Materials" using this form. The Library Director shall review the request and evaluate the materials in question based upon the principles and criteria outlined in the Library's Material Selection Policy. Anonymous requests shall not be considered. Please return the completed form to:

Danielle Paisley, Library Director, Patchogue-Medford Library, 54-60 East Main St.,  
Patchogue, NY 11772

---

Please complete the information below. You may attach additional sheets as necessary.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Requester represents:     \_\_\_Themselves

                                  \_\_\_Organization. Please name: \_\_\_\_\_

                                  \_\_\_Other. Please indicate: \_\_\_\_\_

Resource on which you are commenting:

\_\_\_ Book (e-book) \_\_\_ Movie \_\_\_ Magazine \_\_\_ Audio Recording  
\_\_\_ Digital Resource \_\_\_ Game \_\_\_ Newspaper \_\_\_ Other \_\_\_\_\_

Title: \_\_\_\_\_ Author/Producer: \_\_\_\_\_

What brought the item to your attention?

Did you read/watch/listen to the item in its entirety? \_\_\_\_yes \_\_\_\_no

If not, which sections did you review?

What concerns do you about the item? What do you find objectionable. Please be specific.

Are there any items you would like to suggest for purchase to provide additional information and/or other viewpoints on this topic?

What action are you requesting the Library to consider?

Signature of Requester: \_\_\_\_\_ Date:\_\_\_\_\_