

MIDDLETOWN THRALL LIBRARY'S COLLECTION MANAGEMENT POLICY

The collection management policy of the Middletown Thrall Library is presented with the intent of clarifying the criteria used in selecting, maintaining, and withdrawing items from the Library's collection and in accepting gifts meant to augment the library's collection.

The policy shall be reviewed every three years.

I. RESPONSIBILITIES

Ultimate responsibility for selection rests with the Director who works within a framework of policies and guidelines approved by the Board of Trustees. The Director delegates the authority to select materials to professional staff. Suggestions from library users are welcome and are given serious consideration; however, final decision for purchase rests with the library.

II. INTELLECTUAL FREEDOM

The collection management policy of Middletown Thrall Library is based upon the principles stated in the Library Bill of Rights (Appendix A), Freedom to Read (Appendix B), Freedom to View (Appendix C), Free Access to Libraries for Minors (Appendix D), Statement on Labeling (Appendix E), and New York State Law on Library Records (Appendix F).

III. SELECTION CRITERIA

A. Definition of Terms

1. The words "*book*," "*materials*," or other synonyms as they may occur in this policy have the widest possible meaning; hence it is implicit that all media are included: print, audio-visual, artist rendering, microform, digital and software. This is also intended to include new technologies when they are suitable to the Library's purpose and within budgetary means.
2. "*Selection*" refers to the decision that must be made either to add, retain, or withdraw a given item. Selection does not indicate Library endorsement.

B. General Criteria for Selection

One or more of the following criteria are applied in selection:

- Reputation and significance of an author or artist
- Authoritativeness and accuracy of information
- Comprehensive coverage or depth of treatment of a subject
- Literary merit or artistic excellence
- Relevance to present or anticipated needs and interests of the community
- Permanent value as a resource, including consideration of physical durability when known
- Timeliness, reflecting new areas of knowledge or changing conditions in contemporary life
- Relation to existing materials in the collection, including relevance to a balanced collection representing many points of view
- Readability and clarity (format, vocabulary level) in relation to the intended audience
- Critical evaluation in reviewing media
- Availability of materials in other RCLS libraries
- Local history interest
- Format
- Price
- Local Public Demand

IV. SPECIAL CONSIDERATION

A. ABRIDGMENTS

Abridged versions are generally not purchased except where the abridgments are accepted literary works.

The children's collection may include abridgments of children's classics only if they do not replace original versions. The abridgments must meet the same literary standard required in the selection process.

Adaptations of classics for children may be selected in age and reading level appropriate formats.

B. TEXTBOOKS

School curriculum demands are considered, insofar as they do not obscure the public library's general contribution to the community or attempt to substitute for the development and use of school library resources. Textbooks in general are not added to the collection(except if there is no other available information in a subject area).

C. SERIES

Books in series are evaluated as individual titles and are added or rejected as they do or do not meet the basic quality standards for books.

The purchase of one or more books in a series does not commit the library to purchase every book in that series.

D. BINDINGS

Appropriate binding will be selected with consideration given to durability, economy, long or short term need and similar factors. For example: picture books and easy readers may be purchased as prebounds rather than publisher, library or trade bindings because of long term durability.

E. AUDIO BOOKS, E-BOOKS, AND OTHER FORMATS

In addition to the general criteria listed in the main text of the collection management policy, selection for this collection is based on quality or interpretation and technique, plus the value of sound in conveying the subject matter to the listener. This collection is not necessarily intended for use by the visually or physically disabled. The New York State Library for the Visually and Physically Handicapped maintains an excellent collection of talking-books for qualified citizens.

F. GOVERNMENT DOCUMENTS

The library's function as a Federal Selective Depository is to provide free public access to government information to the residents of the 18th Congressional District and to select documents which adhere to the policies previously stated within this document. The collection is managed according to the guidelines stated in the Federal Depository Library Manual, the Instructions to Depository Libraries and the Government Documents collection development policy (Appendix H).

G. FOREIGN LANGUAGE

Middletown Thrall Library should build a multimedia collection of fiction and non-fiction foreign language materials reflecting the languages spoken at home by residents of the Middletown Thrall Library charter area.

Material should be provided for all age levels.

V. GIFTS AND MEMORIALS

- A. The Library accepts gift materials with the understanding that only those items clearly satisfying selection requirements will be included in the collection. Gifts become the property of the Library and no special conditions may be placed upon their loan or handling procedures. Materials that do not meet collection needs will be disposed of as the Library deems best.
- B. In the case of periodicals, the Library reserves the right to cancel or discard any donated subscription that does not meet selection criteria.
- C. The Library accepts monetary gifts from individuals, organizations or foundations for the purchase of materials. The donor may, in this case, specify general subject areas. Upon request, a special plate will indicate that the item is a gift or a memorial.
- D. The Library cannot house gift collections separately; the materials will be placed in Dewey or other classified order so as to be easily accessible to all Library users.

VI. MAINTENANCE OF THE COLLECTION

A. CRITERIA FOR WITHDRAWAL

1. To maintain the quality of the Library's materials, it is necessary to thoroughly and continuously review the collection. The Library recognizes that information is ever changing and that incorrect or out-of-date materials are often worse than no materials at all. Housing obsolete items also interferes with the efficient allocation of the Library's resources. It is, therefore, the policy of the Library to systematically remove items that are outdated, in poor physical condition, or no longer in demand.

2. Special care will be taken to retain local materials and works by local authors.
3. Discarded materials will be disposed of according to the policies adopted by the Board of Trustees.

B. CRITERIA FOR REPLACEMENT

Lost or withdrawn material is not automatically replaced. Each item must meet selection criteria, taking into consideration patron interest, existing coverage, and the availability of newer or better materials.

APPENDIX

- A. *Library Bill of Rights*
- B. *Freedom to Read*
- C. *Freedom to View*
- D. *Free Access to Libraries for Minors*
- E. *Statement on Labeling*
- F. *New York State Law on Library Records*
- G. *Citizen's Request for Reconsideration of Material*
- H. *Government Documents Collection Policy*

Adopted by the Middletown Thrall Library Board of Trustees February 21, 1996.

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