



Collection Development Policy

The Warner Library provides free library service to all residents of the Villages of Tarrytown and Sleepy Hollow, New York as well as members of the Westchester Library System. In accordance with the ALA's Library Bill of Rights, the materials purchased by the Warner Library are designed to respond to the community's recreational and educational needs. To the extent possible, the materials in the Warner Library collection present a wide range of viewpoints. Materials will not be proscribed or removed in response to the voicing of partisan disapproval. The collection development policy defines the acquisitions criteria for the Warner Library print and non-print lending collections.

Ultimate responsibility for the Warner Library collection resides with the Library Director. The Reference and Children's Librarians are responsible for overseeing the management of their respective collections. The Director, in partnership with the adult services librarians and the children's librarians, are responsible for the acquisition and de-acquisition of the library's collection.

The selection priorities are defined as:

- Currency – The material should be up to date
- Scope – In general non-fiction materials that cover a subject broadly will be preferred over narrowly focused materials.
- Redundancy – Materials should not replicate information already held in the library. To this end multiple purchases of a single item will not be recommended except in the case where public interest demands it, or where the format (such as virtual e-books) requires such.
- Authority – The qualification of the author of materials should be considered when selecting.
- Cost – The value of the item, based on patron demand, should be weighed responsibly against the cost of an item.

Beyond these priorities the librarians charged with collection development are to use their professional experience as well as professional publications in order to select materials. Items specifically requested by patrons should also be considered under these guidelines.

These priorities will also apply to materials held in the library as part of the de-acquisition process. In order to keep the library's collection as current and relevant as possible the de-acquisition process (also called weeding) will be run continually. Items

will be removed from the library collection based on these criteria and additionally the criteria of physical status. Items that are worn, torn or otherwise damaged will be removed. Any staff librarian can remove materials from their department for failing to meet the library's standards at any point. No consultation is needed.

In line with the ALA's Library Bill of Rights, as well as the general concept of libraries, materials held in the library will not be marked or identified to imply or show approval or 'rating' of its contents. Selection of materials for the Library's collections shall not be inhibited by the possibility that materials may come into the possession of children. Responsibility for reading, listening and viewing of library materials by children rests with their parent or guardian. General attempts are made to keep an item in a specific collection for ease of browsing, not in order to limit any patron to one section of the library. All patrons have full access to all collections regardless of age. Any attempts by staff to censor materials from any patron, regardless of age, are forbidden and can lead to staff censure or termination, as such parents and guardians should not expect staff to censor their child's materials.

If a patron objects to a library material, they can submit the 'Materials Reconsideration Form' to any librarian, who will turn the form over to the Library Director's office. Patrons who complete this form must be cardholding members of the Warner Library, and the library card number is required on the form. As explained above, neither the fear that material might fall into the hands of children or political partisanship are grounds for reconsideration.

The Library Director and the head of the department where the material is housed, will evaluate the item and the complaint for reconsideration according to this policy's standards to make a determination. All requests will be given serious, professional consideration. The decisions of the Library Director are final. Once an item is reviewed due to a patron request the determination is considered to be valid for a period of two years. Additional requests for reconsideration within that time frame will be referred back to the original decision.

If a patron believes that the Library Staff did not properly consider a request in line with this policy, they may request review of the process by the Board of Trustees. The board will evaluate if the policy was followed. If the board finds the policy was not followed the process will be restarted with the library director. The board will not consider the value of the item itself, only the process by which it was reviewed. Material reconsideration is under the purview of the professional librarians.

Materials Reconsideration Form

Name of Requester _____

Warner Library Card Number _____

Address _____

Telephone # _____

Title of item for reconsideration _____

Author _____

What is your objection to the material? Please include specific page numbers and/or passages if needed to illustrate your point.

If this is a children's book, do you believe it would be more appropriate in the adult or young adult collections? Yes No

Is there another book or item on this subject that you might recommend as a replacement? _____

Signature _____ Date _____