

ELTING MEMORIAL LIBRARY COLLECTION DEVELOPMENT POLICY

GOALS

Mindful of the diverse interests and viewpoints of its patrons, Elting Memorial Library's director and staff, using available ways and means, aim to enrich the Library's collections with care and balance.

STANDARDS FOR SELECTION

The Library evaluates an item being considered for inclusion in the collection by using the following standards, with the understanding that not all standards will apply to a given item and that evaluation is made with regard to the work as a whole and not necessarily to its parts:

1. Timeliness: current general interest on international, national, and local levels, importance as a document of the times, relevance to contemporary issues

2. Permanent value as a standard work

3. Suitability of subject, style, format, and content for the intended audience

4. Relevance to community needs and interests

5. Proven or potential interest or demand

6. Reputation, authority, and qualifications of the author, editor, artist-producer, or publisher

7. Artistic merit

8. Scholarly merit: accuracy and accessibility of content

9. Evaluation by staff, local experts, and the public, and by reviewers in professional journals and popular media
10. Availability of the subject in the existing collection
11. Importance in relation to materials on the same subject in the existing collection
12. Importance in relation to existing areas of coverage in order to maintain a well-balanced collection
13. Importance in order to provide a wide range of points of view on a subject, including points of views that are unique, alternative, experimental, or controversial
14. Availability of the same or similar material in the local area and through the interlibrary loan system
15. Cost in relation to the significance of the material according to the above factors

A book advisory committee of at least five (5) members selected by the director may serve at his or her discretion to aid in collection development.

SELECTION GUIDELINES

1. The Library does not exclude or remove materials from its collection on the basis of the author's race, national origin, religious beliefs, sexual orientation, political views, or social values.
2. So long as materials meet the standards of selection listed above and are deemed to contribute to the goals of the Library's collection development, the Library does not exclude materials that present extreme points of view; that offer a one-sided representation of opinions, ideas, or events; or that may offend some patrons because of vocabulary or description. Materials recognized as classics are considered acceptable even if they contain passages that are widely viewed as objectionable by current standards

3. The Library does not select, retain, or remove materials on the basis of anticipated approval or disapproval of any group of patrons, but solely on the basis of the standards stated in this policy. Library materials will not be marked or identified to show approval or disapproval of their contents. All patrons will have free access to all materials and no materials will be sequestered (except items that need protection because of rarity, cost, susceptibility to loss, fragility, or unsuitability of format for heavy use).
4. The Library also does not restrict the selection of materials because of the possibility that some minors may obtain materials that their parents or guardians consider inappropriate, nor does it deny minors access to any materials in the collection. The Library does not stand *in loco parentis*; if parents or guardians do not want their children to have access to certain Library materials or services, it is their responsibility *so* to advise their children. The Library has a professional obligation to provide equal access to all Library resources for all Library users.
5. Patrons are free to reject for themselves any materials which do not meet their approval, but this freedom does not include the right to restrict the freedom of others to read and inquire. Please note that selecting or possessing controversial materials by the Library does not imply endorsement of them.
6. The Library has adopted and declared that it will adhere to and support the American Library Association's Library Bill of Rights, Free Access to Libraries for Minors, and the Freedom to Read Statement. The contents of these documents are understood to be part of this policy and are available for review by the Library's patrons.

MATERIALS FOR TEMPORARY USE OR DISPLAY

The Library sometimes accepts collections, works of art, exhibits, and other items for temporary use or display. The Library accepts material offered for loan based on the goals, principles, and standards it applies to its permanent collection and its judgment that the material is of current or general interest to its patrons.

The Library will make reasonable efforts to preserve and protect borrowed materials, but all items are placed at the lender's own risk. The Library assumes no liability for the loss, damage, or theft of any item on loan. The lender may be asked to sign a loan release form before the Library will accept any item for use or display. (See Appendix A)

CHALLENGE OF LIBRARY MATERIALS

This policy defends the freedom to read, view, and hear. No material shall be removed from the collection except under the procedure given here.

Patrons who object to the presence of certain materials in the collection and who are unwilling to accept that the inclusion of these materials conforms to the goals, principles, and standards outlined in this policy may submit a Challenge of Library Materials Form (See Appendix B) to the Library Board of Trustees.

For a challenge to be considered, (1) the complainant must be properly identified on the form, (2) the complainant must be a resident of the Library's chartered jurisdiction and hold a valid borrower's card, and (3) the form must be completed in full.

No action shall be taken before the challenge is brought before the Board. Challenged material shall not be removed until a final decision is made by the Board.

The Library will not consider the removal of an item on grounds of obscenity or for any other reason covered by law unless a court of competent jurisdiction has ruled against it. An item will be considered for removal only once in a twelve-month period.

The Board will consider the challenge at the meeting of the Board following the receipt of the form. The Board will read and examine the challenged material, consider the specific objections voiced by the complainant, weigh the values and faults of the material as a whole in itself and in relation to the collection, and if necessary or desired, solicit advice and opinion from other library directors and boards, the Mid-Hudson Library System, the American Library Association Office for Intellectual Freedom, and the New York Intellectual Freedom Committee. The Board will issue a written report within ninety (90) days of the receipt of the challenge containing its decision and recommended action regarding the challenged material.

APPENDIX A

LIBRARY LOAN RELEASE

I hereby lend the following items to the Elting Memorial Library for the period stated. I release the Library from responsibility for the loss, damage, or destruction of the items while they are in the possession of the Library

Loan to extend from _____ to _____

Items loaned (continue on back of page, if necessary):

Name of **Lender** _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Email _____

Signature _____ Date _____

APPENDIX B

CHALLENGE OF MATERIALS IN THE ELTING MEMORIAL LIBRARY

Date _____

Name of Complainant _____

Address _____

Address _____

City _____ State _____ Zip _____ Code _____

_____ Phone Number _____ Elting Card Number _____

_____ Are you making this challenge as an

Individual? (check here if yes)

Or as the representative of an organization? _____ (check here if yes)

If you are speaking on behalf of the organization, give the name and address of the organization:

Type of item you are challenging (fill out a separate form for each item challenged):

Book Audio Video Magazine Newspaper Computer Program Other

Title of Item _____

Author _____

Publisher/Distributor/Producer _____

Date of Publication _____

What brought this item to your attention? _____

Is your objection to this item based upon your own exposure and reaction to it, upon complaints about it made directly to you by others, or upon reports you have heard about it?

Have you read, viewed, or listened to this item in its entirety? If not, what portion have you read, viewed, or listened to? (List portions by page number, time into tape, or other identification.)

To what specific aspects of the item do you object? Cite specific pages, passages, or scenes. Can you suggest any materials to provide additional information or other view points on this topic? (Use back of page and additional page if necessary.)

Signature _____ Date _____

ALA OFFICE FOR INTELLECTUAL FREEDOM CHALLENGE DATABASE FORM

ALA OIF Use Only		
OIF Record No.:	Date of Report:	File by:

1. CHALLENGED WORK

Title: _____

Author/Performer(s): _____
(last, first name)

Copyright/Issue Date: _____ **Publisher/Producer:** _____

ALA OIF Use Only			
Origin:	Submitted*	Published In NIF:	Yes--date:

Comments/Reference Files: _____

2. TYPE OF WORK

Print: _____ Book _____ Textbk _____ Mag. _____ Nwsppr. _____ Pamph. _____ Play _____ Student Publ.
 Non-Print: _____ Artwork _____ Film _____ Photo _____ Sound Recording _____ Video _____ CD-ROM
 Other: _____ Collection _____ Exhibit _____ Performance _____ Speech _____ On-Line Resources
 _____ Other:

3. GROUNDS FOR CHALLENGE: (check all applicable)

Cultural <input type="checkbox"/> Anti-Ethnic <input type="checkbox"/> Insensitivity <input type="checkbox"/> Racism <input type="checkbox"/> Sexism <input type="checkbox"/> Inaccurate <input type="checkbox"/> OTHER: _____	Sexual <input type="checkbox"/> Homosexuality <input type="checkbox"/> Nudity <input type="checkbox"/> Sex Education <input type="checkbox"/> Sexually Explicit <input type="checkbox"/> Unsuitable to Age Group	Values <input type="checkbox"/> Anti-Family <input type="checkbox"/> Offensive Language <input type="checkbox"/> Political Viewpoint <input type="checkbox"/> Religious Viewpoint <input type="checkbox"/> Violence	Social Issues <input type="checkbox"/> Abortion <input type="checkbox"/> Drugs <input type="checkbox"/> Occult/Satanism <input type="checkbox"/> Suicide
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4. INITIATOR OF CHALLENGE:

Administrator Bd Member Clergy Parent Teacher Patron Elected Official
 Government Pressure Group Religious Orgn. Other Initiator

5. ORGANIZATIONS SUPPORTING CHALLENGE:

6. INSTITUTION BEING CHALLENGED:

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

7. TYPE OF INSTITUTION BEING CHALLENGED:

School-Related: _____ School or _____ School Library: Grade Level Affected _____ to
Other Library: _____ Academic _____ Public _____ Prison _____ Special
_____ College/University _____ Community Group _____ Museum/Gallery _____ Publisher
_____ Student Group _____ Theater _____ Other: _____

8. CONTACT PERSON FOR INSTITUTION:

Name: _____

Address _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Fax: _____

E-Mail: _____

9. STATUS OF MATERIAL

Unknown Material Retained Materials Removed Materials Stolen/Defaced

PLEASE NOTE: THIS INFORMATION IS FOR STATISTICAL USE ONLY NAMES OF
INDIVIDUALS AND INSTITUTIONS WILL BE KEPT CONFIDENTIAL

Feel free to attach news clippings or other supporting material

Return to: Office for Intellectual Freedom, 50 East Huron Street, Chicago, IL 60611; FAX: 312-280-4227

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