

Collection Development Policy

The purpose of the Canastota Public Library selection policy is to guide the librarian(s) and to inform the public about which selections are made.

The Library sets as its major goals in the selection of books and other library materials: the educational, informational, and recreational needs of the people of all ages of the community. Basic to the policy is the Library Bill of Rights as adopted by the American Library Association, which states among other things:

“As a responsibility of library service, books and other reading matter selected should be chosen for values of interest, information and enlightenment of all the people of the community. In no case should any book be excluded because of the race or nationality or the political or religious views of the writer. There should be the fullest practicable provision of material presenting all points of view concerning the material presenting all points of view concerning the problems and issues of our times—international, national and local; factual authority should not be proscribed or removed from library shelves because of partisan or doctrinal disapproval.”

Definitions

The words “book,” “library materials,” or any synonyms as they may occur in this policy have the widest possible meaning. It is implicit in this policy that every form of permanent record is to be included, whether printed or in manuscript, bound or unbound; photographed or otherwise reproduced. Also included are audio records on tapes, discs or otherwise; films and pictures in the form of photographs, paintings, drawings, etchings, etc.

Principles of Selection

Library materials to be included in the library must satisfy acceptable standards of quality and fill a need. In evaluating quality, both fiction and nonfiction, the following factors are considered: authority and competence of the author, clarity and accuracy, literary style, significance of subject, usefulness and format. Also, works of imagination, originality, vitality and artistic expression are considered. In selecting materials for children, illustrations, print and binding are evaluated.

Final responsibility for book selection lies with the Director who shall have the support of the Board of Trustees.

Objectives

The primary objectives of book selection shall be to collect materials of contemporary significance and of permanent value. The Library will always be guided by a sense of responsibility to both present and future in adding material which will enrich the collections

and maintain an overall balance. The Library also recognizes an immediate duty to make available materials for enlightenment and recreation, even though such material may not have enduring interest or value. The library will provide a representative sampling of experimental material, but will not always attempt to be exhaustive. The library does not consider it necessary or desirable to acquire all books on a subject if these books tend to duplicate each other.

Guidelines for Selection

The Library does not attempt to acquire textbooks or other curriculum related materials unless they are the only source of needed information.

Legal and medical works will be acquired only to the extent that they are useful to the layman.

The Library will select the best new children's books and replace older titles which have proved their value. The Library will maintain a collection that should be broad enough to provide meaningful materials for children of all ages and levels of ability and cultural background. Some materials in the collection will be of use to adults working with children. The Library will seldom include readers, purely textbook materials, or abridgements of classics.

Use of Library's Materials

The Library recognizes that censorship is a purely individual matter and declares that while anyone is free to reject for himself books of which he does not approve, he cannot exercise this right of censorship to restrict the freedom to read of others. The Library defends the principles of the freedom to read and declares that whenever censorship is involved no book and/or library material shall be removed from the library save under the order of a court of competent jurisdiction.

Library materials will not be marked or identified to show approval or disapproval of the contents, and no catalogued book or other item will be sequestered except for the express purpose of protecting it from injury or theft.

Responsibility for the reading, viewing and listening materials of children rests with their parents and legal guardians. Selection will not be inhibited by the possibility that books, audiocassettes, and videos may inadvertently come into the possession of children.

The Library has adopted the Library Bill of Rights and the Freedom to Read Statement as adopted and revised by the American Library Association.

Gifts

The Library accepts gifts of books, but reserves the right to evaluate and to dispose of them in accordance with the criteria applied to purchased materials. Gifts of books which do not accord

with the Library's objectives and policies shall be put in the annual book sale. No conditions may be imposed relating to any book after its acceptance by the Library.

Maintaining the Collections

The Director is expected to use good judgment to remove from the collections whatever no longer serves a need, and to refurbish by rebinding or other means books which might suffer deterioration if not so cared for.

Revision of Policy

The policy will be revised as times and circumstances required.

Adopted May 9, 1990