Purpose

The Louise Adelia Read Memorial Library is dedicated to free and equal access to information, knowledge, and learning. We strive to nurture a lifelong love of reading, discovery, and engagement among our diverse community through our collections, programs, and physical and virtual spaces. The purpose of the Louise Adelia Read Memorial Library's collection development policy is to provide the best possible collection with the resources that are available. The collection will represent the broadest scope of print, non-print and digital items available. The library makes its collection available to every patron regardless of national origin, age, background or personal beliefs. The library endorses the following statements from The American Library Associations: Library Bill of Rights, Freedom to Read and Freedom to View.

Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the Library Director. This responsibility may be shared with other members of the library staff.

Criteria for Selection

In considering items for purchase for the Louise Adelia Read Memorial Library collection, various factors are kept in mind, according to the type and format of the material:

- Accuracy and authoritativeness
- Critical and staff reviews
- Social significance
- Timeliness
- Enduring value
- Demand
- Relevance to community needs
- Suitability of subject, style, and reading level for intended audience
- Suitability of format to subject matter and intended audience
- Suitability and physical quality of format for a public library
- Contribution to a balanced point of view of subject matter
- Relationship to existing materials in the collection on same subject
- Literary value
- Cost

The selection of any given item does not constitute an endorsement of its contents by the library or library staff members. The library recognizes that some materials may be controversial and may offend some patrons. Library materials are evaluated as a whole and not on the basis of a particular passage or passages. Selection will not be made on the basis of anticipated approval or disapproval, but solely on

the basis of this policy's guidelines. Responsibility for monitoring a child's access to resources rests solely with the parent or legal guardian.

Sources for selection decisions encompass, but are not limited to, published reviews from standard review sources, publisher/vendor catalogs, professional and trade bibliographies, and patron requests and recommendations.

Artificial Intelligence (A.I.)

The Louise Adelia Read Memorial Library will not intentionally purchase A.I.-generated materials for the collection. A.I.-generated includes, but is not limited to: human guided or edited A.I. pieces, works with A.I. illustrations, and A.I.-narrated pieces.

Gifts and Donations

The library welcomes both monetary and material gifts to support the collection. Monetary gifts may be directed toward materials, programs, or equipment to support the needs of the library. Gift items are accepted with the understanding that they may or may not be used in accordance with the selection policy. The cost of processing and cataloging and the availability of space are factors in determining the addition of gifts to the collection.

Collection Maintenance

In order to maintain a vital and accurate library collection, deselection (weeding) of materials is necessary. Materials are continuously withdrawn from the collection based on space, physical condition, circulation frequency, currency, format and accuracy.

Materials withdrawn from the library collections will be donated, placed in the Book Sale Fundraiser, or disposed of.

Reconsideration of Materials Policy

The Louise Adelia Read Memorial Library recognizes that some materials are controversial and that any given item may offend some patrons.

An informal request for reconsideration may take place in the form of a discussion with the Library Director.

The following steps will be used when an individual feels that further action is necessary to address concerns about a library resource. For the duration of this process, the material in question will remain in circulation in the library collection.

Requests for reconsideration may only be filed by cardholders of the Four County Library System and residents of the Hancock Central School District.

1. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Request for Reconsideration of Library Material" form which is available in the library and submit the form to the Library Director.

2. The request will be reviewed by the Director and a written response will be provided to the patron within 15 business days.

3. If the patron is not satisfied, they may submit a written appeal to the Louise Adelia Read Memorial Library board within 15 business days.

4. If the board plans to address the appeal a special board meeting will be called for this purpose and the individual will be notified of when and where the meeting will be held.

5. The Board of Trustees reserves the right to limit the length of public comments during the hearing.

6. The decision of the board is final.

Request for Reconsideration of Library Material Form

The trustees of the Louise Adelia Read Memorial Library have established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure.

If you wish to request reconsideration of a resource, please turn in the completed form to the Library Director. Requests for reconsideration may only be filed by cardholders of the Four County Library System and residents of the Hancock Central School District.

Louise Adelia Read Memorial Library
104 Read St.
Hancock, NY 13783

Date _____Library Card Number _____

Full Name _____

Address _____

City _____State/Zip _____

School District _____

Phone _____Email _____

Do you represent self? __Or an organization? ___Name of Organization _____

1. Resource on which you are commenting:

____Book (e-book) ____Movie ____Magazine ____Audio Recording

____Digital Resource ____Game ____Newspaper ____Other

Title

_____

Author/Producer

_____

2. What brought this resource to your attention?

_____

_____

_____

_____

3. Have you examined the entire resource? If not, what sections did you review?
Please list specific pages, time stamps, etc.

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4. What concerns you about the resource?

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5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

_____

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_____

6. What action are you requesting the committee consider?

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Please submit this completed form to the Library Director. The request will be reviewed by the Director and a written response will be provided to the patron within 15 business days.