

Milford Free Library

Collection Development Policy

The following are the rules and regulation of the Milford Free Library, as adopted by this library's Board of Trustees on April 16, 2026.

Purpose

The purpose of the Milford Free Library 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 (see attached).

Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the library director or manager. This responsibility may be shared with other members of the library staff.

Criteria for Selection

In considering items for purchase for the Milford Free Library's 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.

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. The library does not provide evaluation of gifts for tax deduction or other purposes.

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 used in our annual book sale. If not sold they will be donated if possible or disposed of.

Reconsideration of Materials

The Milford Free Library recognizes that some materials are controversial and that any given item may offend some patrons.

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.

The form will be reviewed by the (director/manager) and a response will be provided to the patron. If the patron is not satisfied they may appeal to the Milford Library Board. The decision of the board is final.

Request for Reconsideration Form

The trustees of the **Milford Free 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 return the completed form to the library director.

Milford Free Library
64 South Main St. P.O. Box 118
Milford, NY 13807

Date _____

Name _____

Library Card Number _____

Address _____

City _____ State/Zip _____

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.

4. What concerns you about the resource?

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

6. What action are you requesting the committee consider?
