



Daniel Pierce Library

Collection Development Policy

Library Mission

The Daniel Pierce Library's mission is to provide excellent library services to the residents of the Tri-Valley community.

Philosophy

The Daniel Pierce Library subscribes to the Library Bill of Rights* and as it pertains to collection development is guided by the first two principles:

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

* "Library Bill of Rights", American Library Association, June 30, 2006.
<http://www.ala.org/advocacy/intfreedom/librarybill> (Accessed November 8, 2021)

Objectives

The collection is developed to:

- Meet the interests of a diverse public in the areas of personal development and recreation
- Represent diverse points of view
- Provide up-to-date information and facts in broad subject areas
- Highlight the cultural and natural history resources of our geographical area.

Materials Selection

The Library Administration has the primary responsibility for materials selection in all formats. Staff members may assist in selection based on special knowledge in certain areas and formats.

The following criteria may be used when considering and selecting library materials:

- Reviews found in professional and popular media
- The literary value of the material
- Relation to existing collection materials on the subject

- Importance as a document of the times
- Respectful and accurate portrayal of characters and cultures
- Patron recommendations and overall demand for the material
- School reading lists
- Staff recommendations
- Suitability of physical format.

The library welcomes suggestions for the purchase of materials. Suggestions will be subject to the same standards of selection as other considered materials.

Donations of self-published or local author materials will be considered for addition to the library collection, but not guaranteed. Addition of these materials to the library collection will be at discretion of the Library Administration.

Local History Collection

Materials relating to the history of the communities, townships, organizations, or families located in the area served by the Daniel Pierce Library may be purchased or accepted as gifts regardless of reviews or other considerations specified in the selection criteria. Local History materials that are one-of-a-kind or rare will be non-circulating and available for in-house use only.

Selection of Digital Items

E-books and digital audiobooks may be selected for the RCLS (Ramapo Catskill Library System) consortium by the Central Library, may be shared by other RCLS libraries, may be preselected by commercial arrangement (such as hoopla) and may be selected by the Daniel Pierce Library Administration. When considered for in-house purchase, selections will follow the criteria used for print media.

Reconsideration

To question the selection of particular materials, the person must be a Daniel Pierce Library patron and must have read the entire book or other material. The patron must submit a Request for Reconsideration of Library Materials form to the staff member in charge of Collection Development. The Library Administration will then respond in writing to the patron making the objection. Any remaining objections will be addressed by the Library Board of Trustees. Materials are judged on the basis of the work as a whole and on its adherence to this policy.

Weeding

Weeding is the process of deaccessioning items from the collection. An up to date and useful collection is maintained through a process of continual withdrawal and addition. Items are selected for weeding based on condition, demand, accuracy and the availability of newer editions. Weeded items are offered for sale to support library operations and or disposed of via the county's recycling program.

Lost and Damaged Items

Lost and damaged items incur a replacement fee according to the price listed on the item record. Listed Item record prices are retail prices. Although the library may be able to purchase a replacement at less than the retail cost, the balance helps to defray the cost of shipping and staff time to purchase and process the item. Patrons are expected to pay the fee if an item is lost, or with permission of the Library Administration or staff member in charge of collection development, provide the library with an identical replacement in new condition. The final determination of damage resulting in the necessity to replace an item will be made by the library. The Library Administration reserves the option to replace lost items with more recent editions or similar publications.

Material Donations

The Daniel Pierce Library welcomes donations of books and other materials in good condition. All items accepted by the library as gifts become the sole property of the library and may be used or disposed of in whatever manner the library deems appropriate. Items may be added to the collection based on selection criteria outlined above, sold to support library operations, donated to other organizations, or disposed of via the county's recycling program.

The library does not accept encyclopedias, magazines, Reader's Digest editions, reference sets, books that are in poor condition, damaged, or moldy, or items in outdated format (e.g. VHS, cassettes).

Donations of local history materials are encouraged.

Receipts given by the Library to donors are limited to a general acknowledgment that a gift was received. Assignment of value for income tax and other purposes is the responsibility of the donor. The Library does not appraise materials nor endorse appraisals provided by donors.