

CHENEY LIBRARY

COLLECTION DEVELOPMENT POLICY

Mission Statement

Cheney Library of Hoosick Falls, New York, connects people, from pre-school through maturity with information, ideas and experiences which provide enjoyment, enrich lives and strengthen our community.

Access

Cheney Library affirms as part of this collection development policy the following documents of the American Library Association: *Library Bill of Rights*, *Interpretations of the Library Bill of Rights*, *Freedom to Read Statement*, and *Freedom to View Statement*. These documents may be viewed on the ALA website www.ala.org.

Library Items and Resources Defined

Library items and resources include but are not limited to the following: books, magazines, audiobooks, videos, electronic books, other eResources, computers, Library of Things items, and museum passes.

Responsibility

Authority and responsibility for the selection of library items and resources are delegated to the library director by the board of trustees. The director may delegate related responsibilities to qualified staff.

Selection of Library Items and Resources

Standard professional journals, authoritative online tools, as well as popular and local media sources, are used in the selection process. The library's acquisition of any item or resource does not constitute endorsement or agreement with any collected information.

While a single standard cannot be applied, potential items and resources are judged by the following appropriately-considered and balanced criteria:

- relevance to community needs, interests, and demand
- balance with the current collection
- suitability to the intended audience of subject, style, format, interest, and reading level
- reputation of the author, composer, filmmaker, publisher, or producer
- quality of writing, design, illustration, or production

Withdrawal of Library Items and Resources From the Library Collection

Items and resources are withdrawn from the collection in order to maintain its usefulness, currency, relevance and condition. Withdrawn items and resources may be sold, donated to other libraries or non-profit organizations, recycled, discontinued, or discarded.

Reconsideration of Library Items and Resources in the Library Collection

Patrons requesting that an item or resource be withdrawn from Cheney's collection must contact the library Director. The matter will be given serious attention by the Director and Cheney's Board of Trustees and a written response will be made within a reasonable time. The request will be considered in light of the library's collection development policy, the principles of the ALA *Library Bill of Rights*, the opinions of the various reviewing sources, and any other appropriate source. The library Director will notify the patron of the results of the reconsideration.

That decision may be appealed to Cheney's Board of Trustees.

Statement on Access

Responsibility for monitoring a minor's access to items and resources rests with the parent or legal guardian.

Marking of Library Items and Resources

Stickers or other markings may be applied to library items and resources by library staff to classify or catalog an item in order to improve ease of access to items and resources. These stickers or markings do not indicate Cheney's approval or disapproval of content.

Policy Review

This collection development policy is available to the public at the library and on the library website. It will be reviewed by the library Director and the Board of Trustees every five years.

Reviewed and Approved by the Board of Trustees of Cheney Library: November 16, 2021

1st Reading: November 16, 2021

2nd Reading: November 16, 2021