

## **Raquette Lake Free Library Collection Development Policy**

### **1. Mission**

The Raquette Lake Free Library mission is to assemble, preserve, and provide free access to quality services and materials that meet the needs of the community. We strive to uphold the principles of intellectual freedom and the public's right to know while providing access to information in an open and non-judgmental environment. Our mission is to reflect all points of view with free access to materials in a variety of formats for people of all ages.

The Raquette Lake Free Library endorses and adheres to the "[Freedom to Read](#)" statement, the "[Freedom to View](#)" statement, and the [Library Bill of Rights](#), all of which were adopted by the American Library Association.

The Raquette Lake Free Library endorses the [Readers' First](#) principles.

### **2. Goals**

- Our goal is for the collection to continually reflect the needs of our community, while creating unique learning experiences that provide enjoyment, that inspire, lead users to discover, as well as enrich lives and strengthen our community.
- Offer materials in a variety of media to meet the needs of library patrons.
- Maintain an up-to-date collection of materials to support the general educational interest, recreational, and entertainment needs of the public, and reflect the character of the community.

### **3. Criteria**

Widespread interest and usage are the most powerful influence on the library's collection.

➤ The library provides materials to support each individual's journey, and does not place a value on one customer's needs or preferences over another's.

Regardless of format, selection criteria include:

- Current or anticipated public demand
- Local interest
- Timeliness and relevance of subject matter
- Availability of funds
- Relationship to existing materials in the collection
- Reflects diverse range of viewpoints
- Reputation or qualifications of the author, creator, illustrator, or

publisher; awards and honors; notable critical attention

### **4. Deselecting Materials**

Materials will be reviewed on a regular basis by the Library Director.

Criteria for deselection include:

- Outdated information
- No longer in demand
- Condition of material
- Low circulation
- Current (or more accurate) information available elsewhere

- Multiple copies – not to exceed more than four copies of the same item

## **5. Special Collections**

The Raquette Lake Free Library retains an Adirondack collection of materials that are focused on the history of the community and the surrounding area.

The materials in this collection include:

- Works focused on the history and geography of the region or its people
- Relevant works by local authors and artists

Works held in special collections may be exempt from the standards described by the goals described by the remainder of the collection policy.

## **6. Gifts**

The Raquette Lake Free Library often welcomes gifts of materials or monetary donations.

- The library retains the authority to accept or reject gifts.
- The library will often accept physical materials in good condition that meet the criteria listed in our Collection Development Policy.
- Items donated become Library property and the Library reserves the right to sell or dispose of gift materials not added to the collection.
- Monetary donations also become property of the Library and may be used for any purpose the Library Director or the Board deem fit. If a patron requests a donation to be used for a particular purpose, the Library will consider whether the purpose is in line with its policies and weigh the request with the Library's overall

needs. The Library cannot guarantee that a donation will be used for the purpose intended by the patron and will ultimately use the donation as the Library deems fit.

- Memorial gifts added to the collection shall be marked with an appropriate bookplate, and will be available to all library patrons.
- When a gift/donation is no longer needed, it will be disposed of in the same manner as purchased material.

## **7. Reconsideration**

The Library Director will review any requests for reconsideration of library materials that derive from owned materials. If the patron is not satisfied with the decision, he or she may request a review by the Board of Trustees.

The Board will make the final decision regarding the reconsideration of an item.

Adopted 8/22/2020