

Manhasset Public Library

Collection Development and Collection Maintenance Policy

Policy Statement

The Manhasset Public Library provides free, open, and equal access to ideas and information for all members of the community. The library recognizes its responsibility to carefully select and maintain print, non-print, and digital collections in support of its mission to make resources available to every patron regardless of national origin, age, background, or personal beliefs. The goal of these guidelines is to aid librarians in developing a well-rounded, balanced collection for residents of all ages and to meet the diverse recreational, civic, educational, and cultural needs of the Manhasset community.

Guiding Principles

Manhasset Public Library affirms that the following documents provide the foundation of our Collection Development and Maintenance policy:

- [Manhasset Public Library Mission Statement](#)
- [The American Library Association's Library Bill of Rights](#)
- [The American Library Association's Freedom to Read Statement](#)
- [The American Library Association's Freedom to View Statement](#)

Responsibility

Authority and responsibility for the selection and maintenance of library resources is delegated to the Library Director by the Board of Trustees. At the Director's discretion, qualified staff are assigned collection selection and collection maintenance responsibilities.

Selection Criteria

Libraries have a responsibility to be inclusive and not exclusive in selection practices. Our Librarians ensure that efforts will be made to represent a wide variety of views and encourage the free expression of ideas essential to an informed citizenry. There is no single standard for all materials. Each type of material selected will be chosen in terms of its own kind of excellence and anticipated usefulness for the Manhasset Community. Some materials will be selected based upon artistic merit, scholarship, or cultural value. Other materials will be judged in terms of how well they meet the recreational and general interests of the Manhasset community. Selection of any material does not reflect the views of the Manhasset Public Library Director, Board of Trustees, or staff.

Our criteria include the following:

1. Attention of critics, reviewers, media, and the community.
2. Relevance to community needs, interest, and demand.
3. Popular demand.
4. Balance with the current collection and other materials available on the subject.
5. The authority of the work's author or creator.
6. Quality of writing, design, illustration or production.
7. Suitability for the intended audience.
8. Cost and availability.
9. Currency of information presented.
10. Artistic excellence, literary merit, or informational value.

Collection Management

In keeping with our mission goals of providing a well-rounded, balanced collection for our community, it is essential that our Librarians adhere to a collection evaluation schedule. To keep the collection fresh and relevant, our Librarians maintain a regular schedule of evaluation. As with collection selection, the Librarians adhere to the documents referenced in the Guiding Principles.

The following factors are considered as criteria for removal from our collection:

- Outdated materials.
- Materials that are damaged beyond reasonable repair.
- Books that are no longer of interest or in demand.
- Duplicate copies no longer needed.
- Availability of newer, superior or more up-to-date materials.

Our Librarians will retain some materials that do not circulate frequently but are considered an integral part of our collection. Damaged books that are important to our collection will be replaced if possible.

Items dealing with local history that cannot be replaced do not follow these guidelines.

Materials removed from our collection may be sold, offered to other non-profit institutions, or recycled.

Gifts

Materials donated to the library will be evaluated by the same standards outlined in this document and the giver should understand that these materials may or may not be added to the collection. Additionally, items added to our collections must follow the collection management guidelines and may be removed at a future date.

Patron Suggestions

Suggestions are welcome, and we will consider requests from Manhasset residents using the same selection criteria we use for all of our collections. If an item is unavailable for purchase, we will try to obtain it from another library.

Local Author Materials

The library may acquire self-published books when they feature unique local content, fit the scope of the Library's collection and meet our selection criteria. Standards that apply to our collection selection and maintenance apply to the Local Author materials. Additionally:

- Authors must be Nassau County residents, or the book must take place in Manhasset, or otherwise demonstrate a strong local interest. Please let us know what the connection to our area is if it is not apparent from the material.
- A positive review in one or more of the major review journals (such as *Library Journal*, *School Library Journal*, *Kirkus Reviews*, *Booklist* and *Publishers Weekly*) is the best way to bring a title to our attention. We are more likely to consider the addition of a self-published book if it has been reviewed in a major review journal.
- Please include a link to the book's website and links to reviews or other coverage in the news media (if available).
- A brief description of the book and its intended audience and information about how or where to buy it.
- Local authors who offer a book for inclusion in our Local Author collection must understand that the book is property of the Manhasset Public Library.

Requests for Reconsideration of Materials

Manhasset Public Library recognizes that some resources may be considered controversial or inappropriate and that any given item may offend some patrons.

Patrons who have concerns about library materials should initially express their concerns to the Librarians responsible for selecting these materials.

- If the matter is still not settled to a patron's satisfaction, they may fill out a Request for Reconsideration of Materials form.
- This request will then be reviewed by the Director who may in turn consult with Library Staff. The matter will be given serious attention and a response will be offered 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 patrons of the results of the reconsideration. The Director's decision may be appealed at the Board level.

Library resources will not be marked or identified to show approval or disapproval of their contents. Responsibility for monitoring a child's access to resources rests with the parent or legal guardian.

*Adopted October 9, 2014; Rev. May 10, 2016;
Rev. 2/24/2021*

Manhasset Public Library
Request for Reconsideration of Material Form

The trustees of Manhasset Public 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.

Date _____

Name _____

Address _____

City _____ State/Zip _____

Phone _____ Email _____

Who do you represent? ☐ Self ☐ 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?

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?

Additional Comments: