

# Orangeburg Library

## Collection Development Policy

### Community

Orangeburg is a hamlet located in the town of Orangetown in Rockland County, New York. The hamlet is 3.1 square miles in size and is located north of Tappan, south of Blauvelt, east of Pearl River and west of Piermont. The population was 4568 at the 2010 census (a large increase from 3388 a decade earlier). The people of Orangeburg are 77.3% White, 4% African American, 0.2% Native American, 13.2% Asian, 11% Hispanic, and 5.2% another race or two or more races. Over the last decade, Orangeburg has not only increased its population by almost 35%. The population has also become more diverse. While the White population increased 30%, African-Americans and those who claimed “Other” racial affiliation increased 147% and 245% respectively. The Hispanic portion of the population doubled. The number of Asians also increased, but their proportion of the population actually dropped by a percentage point. Of the 1180 additional people in Orangeburg in 2010 over 2000, 69% are White and 31% are non-White. The non-White portion of our community is therefore increasing at a much greater rate than the White portion.

About a quarter of all households have children under 18 living at home, and about a quarter have an elderly person living alone. The population is fairly evenly spread out with regard to age groups, with the exception of young people 18-24, which make up only about 5% of the residents. Residents are heavily female, by about 20%. The average family income (about \$77,000) and home price (about \$500,000) are relatively high, and the poverty rate, at about 6%, is fairly low, but higher (about 10%) for the elderly.

Orangeburg had the largest World War II Army embarkation camp at Camp Shanks, located right next to the library. Rockland Psychiatric had a similar fame with regard to size, being one of the world’s largest psychiatric hospitals. Many of the facility’s residents use the library. The high school is within close walking distance and the library is sometimes used by its students, though there is much competition from a variety of after-school activities. Students in the lower grades (and their parents), attending William O’Schaefer (pre-K – 1), Tappan Zee Elementary (2-3), Cottage Lane (4-5), and the South Orangetown Middle School visit the library with more frequency. Three buildings offering housing to those on fixed incomes and/or the elderly – Cortwood Village, Dowling Gardens, and Thorpe Village – are home to many of our patrons.

The Orangeburg Library is part of the Ramapo Catskill Library System (RCLS), a consortium of 46 libraries plus one other library (Finkelstein) that has limited privileges.

The Orangeburg Library is currently part of a unique political structure, sharing funding with three other hamlet libraries: Blauvelt, Tappan, and Palisades. Restructuring is in the works to allow each library to seek funding on its own.

## **Mission of the Orangeburg Library**

The Mission of the Orangeburg Library is to improve society through facilitating Knowledge Creation in our Community.

## **Goals of the Orangeburg Library**

1. To stimulate interest in reading and lifelong learning by providing materials and programs that aid individuals in the pursuit of information and in the creative use of leisure time.
2. To affirm the historical significance of Orangeburg.
3. To provide cultural, intellectual, and educational resources that supply specific information, enlarge experience, broaden horizons, stimulate imagination, promote appreciation, and provide recreation.
4. To provide up-to-date and accurate information on all sides of issues in a wide variety of formats, phasing out formats as they become obsolete, and phasing in formats as they become popular.
5. To give free and open access to materials regardless of age, race, religion, national origin, sexual orientation, disability, or social/political views, within the limitations of available space and budget. The Orangeburg Library subscribes to the principles of intellectual freedom as stated in the “Library Bill of Rights” (see Appendix 1), a document issued by the American Library Association. The staff of the library provides equal service to all library users. Children and adults are equally free to use the entire library and to borrow all materials in the circulating collection.
6. To be a valued contributing member of the RCLS consortium. Orangeburg Library will at times purchase materials that few or no other RCLS libraries purchase, in the interest of giving access to these materials to the RCLS community. At other times, Orangeburg Library will refrain from purchasing materials that are already widely available within the RCLS system, in the interest of meeting budgetary demands.
7. To provide materials which have permanent value, as well as those that are timely and popular.
8. To actively seek to make community members and organizations aware of library resources and services, and to make accessing those resources and services as convenient as possible for all, within budgetary limitations.

# **Materials Collection and Maintenance**

## **Selection**

### **Responsibility**

The authority and responsibility for the selection of library materials is delegated to the Director and to the staff who are qualified for this activity by reason of education, training, and experience.

### **Criteria**

All acquisitions, whether purchased or donated, are considered in terms of the following standards. An item need not meet all the criteria in order to be added to the collection.

1. Attention given by critics, reviewers, professional book selection aids and the public
2. Reputation and significance of author, publisher, and/or producer
3. Readability and popular appeal determined in part by patron requests (via holds or verbal/written requests). Patron requests are welcomed and given serious consideration. They are subject to the same selection criteria as other materials. Not every specialized book requested by individuals can be added to our permanent collection. Some materials the library is requested to buy will be better obtained through interlibrary loan or by referring the patron to another institution.
4. Present and potential relevance to community needs
5. Relation to existing collection and other materials on the subject, ability to add to completeness of local Orangeburg collection (including local authors), and ability to add balance to the collection (e.g. represent all sides of issues)
6. Accuracy (of non-fiction only)
7. Timeliness
8. Importance as a document of the times or permanence of the material
9. Insight into human and social conditions
10. Cost
11. Quality of format and binding

### ***Gifts***

Donations of materials are not accepted at this time. Exceptions can be made by the librarians on duty or the Director with regard to very new items, or non-fiction materials of exceptional usefulness, solely at their discretion using the selection criteria. It is prohibited for patrons to drop off books outside or at the Circulation desk. 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. Donor-imposed restrictions are generally not accepted, except at the discretion of the Director.

## **Selection**

For budget reasons we can acquire only a limited number of the thousands of books published annually. We are forced to select carefully. Our selection is based upon principle rather than personal opinion, reason rather than prejudice, and judgment rather than censorship.

In a world in which change is so rapid and pervasive, the library's obligation extends beyond meeting present conditions. The library must also strive to anticipate future needs of the community. Books have always been, and will continue to be, a proper concern of the library, but ever-greater amounts of information are now being contained in other forms. As research continues in the field of communication, and as the community changes and develops, the library must be a media center, acquiring appropriate materials, regardless of form, and integrating each into its total services.

## **Responsibility for Selection**

The responsibility for administering this policy rests with the Director of the Library.

## **Criteria**

Each resource must be considered for its value, its format, and the audience for which it is intended. No single criterion is applicable to all purchase and access decisions. Some resources may be judged primarily for their artistic merit, scholarship, or value to humanity; informational, recreational, or educational interests of the community.

Librarians apply their judgment and experience in selecting materials according to the criteria listed below. All criteria do not apply to each item. Works of imagination are judged by different standards than are works of information and opinion. Works that present an aspect of life honestly are not necessarily excluded because of frankness of expression. Materials are judged as a whole rather than on isolated passages. In considering individual titles in the selection process, librarians consult reviews, bibliographies, and other evaluative sources.

However, the library generally purchases all current best sellers, giving higher priority to demand than to reviews or other relevant criteria. The criteria include:

- suitability of physical form for library use;
- suitability of subject and style for intended audience;
- present and potential relevance to local interests and needs;
- appropriateness and effectiveness of medium to content;
- number and nature of requests from the library users;
- historical significance;
- importance as a document of the times;
- relation to existing collection, alternative formats, and other material on the subject;
- reputation and/or significance of the author/artist and publisher/producer;
- authority, competence, and purpose of the author/artist;
- attention of critics, reviewers, and the public;
- comprehensiveness and depth of treatment;
- objectivity;
- clarity, accuracy, logic of presentation, and/or ease of use;
- representation of a minority point of view;
- relevance to the experiences and contributions of diverse populations;

- artistic presentation and experimentation;
- quality of illustrations;
- originality;
- vitality, readability, or ability to sustain interest;
- effective characterization;
- authenticity of historical or social setting;
- value of resource in relation to its cost.

### **Addition or Reconsideration of Library Materials**

The public has a right to request additions to the collection and to question material now in the collection.

During the process of reconsideration, questioned materials remain in the active collection until an official decision is made.

### **WEEDING AND DISCARDING OF LIBRARY MATERIALS**

To maintain the vitality of the collection, materials are regularly weeded. This is the process of withdrawing materials which no longer meet the criteria for inclusion in the Library's collection and is an integral part of collection management.

Factors involved in the decision to weed materials are:

- poor physical condition
- superfluous because of duplicate titles or because demand no longer exists
- obsolete, superseded edition, no longer accurate.

This policy does not sanction the removal of materials because of controversy.

If suitable, discarded materials will be given to the Friends of the Library to sell with income to benefit the Library.

### **APPENDIX 1: LIBRARY BILL OF RIGHTS**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Adopted June 18, 1948. Amended February 2, 1961, June 27, 1967, and January 23, 1980, by the ALA Council.

## **APPENDIX 2: CHALLENGED MATERIALS AN INTERPRETATION OF THE LIBRARY BILL OF RIGHTS**

The American Library Association declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined materials selection policy in written form which reflects the Library Bill of Rights, and which is approved by the appropriate governing authority. Challenged materials which meet the criteria for selection in the materials selection policy of the library should not be removed under any legal or extra-legal pressure. The Library Bill of Rights states in Article I that "Materials should not be excluded because of the origin, background, or views of those contributing to their creation," and in Article 2, that "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Freedom of expression is protected by the Constitution of the United States, but constitutionally protected expression is often separated from unprotected expression only by a dim and uncertain line.

The Constitution requires a procedure designed to focus searchingly on challenged expression before it can be suppressed. An adversary hearing is a part of this procedure. Therefore, any attempt, be it legal or extra-legal, to regulate or suppress materials in libraries must be closely scrutinized to the end that protected expression is not abridged. Adopted June 25, 1971; amended July 1, 1981; amended January 10, 1990, by the ALA Council.

## **APPENDIX 3: ORANGEBURG LIBRARY PROCEDURE FOR HANDLING A COMPLAINT ABOUT MATERIALS**

The Orangeburg Library subscribes to the American Library Association's Library Bill of Rights and the Freedom to Read Statement.

Any complaint from a library patron concerning the Library's having or not having a selected item is to be handled using the following procedures.

1. Request the complainant complete the information on form, "Request for Reconsideration of Library Materials."
2. As the staff member receiving the complaint, you should prepare a written statement detailing the interchange with the patron. Your written statement and the completed patron's form should be given to the Director by the end of the working day.
3. Upon receipt of the written complaint and the staff statement, the Director will acknowledge receipt to the patron using the standard form letter (attached).
4. The written complaint will be referred to the Library's professional staff for immediate investigation. A written report of findings will be provided the Director within 5 working days.
5. At the same time that the complaint is sent to the professional staff for investigation, a copy of the complaint will be given to the members of the Library Board of Trustees as a matter of information.
6. Upon receipt of the professional staff's report, the Director will notify the complainant of the recommended action.
7. At the same time that the complainant is notified of the professional staff's recommendation, the Library Board of Trustees will receive copies.

8. The complainant will be given the opportunity to appeal the recommendation of the professional staff to the System Board of Trustees. He will be notified of this option in writing at the time the initial recommendation is sent to him.
9. If a request for an appeal is filed with the System Board of Trustees, the complainant will be placed on the agenda of the next regularly scheduled meeting.
10. The decision of the System Board of Trustees shall be considered final.

#### **APPENDIX 4: ORANGEBURG LIBRARY REQUEST FOR RECONSIDERATION OF LIBRARY MATERLALS**

DATE: LIBRARY CARD NUMBER:

FROM:

FULL NAME TELEPHONE NUMBER

MAILING ADDRESS CITY ZIP CODE

WHOM DO YOU REPRESENT?

Self Organization (Please specify)

Author

Title

Subject

Hardback Paperback A/V Material Periodical

Classification number of item

REQUEST FOR RECONSIDERATION OF ITEM IN LIBRARY COLLECTION

1. Have you read the book or listened to/viewed the item in its entirety? If not, why not?
2. Have you seen or heard reviews of this material? If yes, please name the source
3. What do you believe is the theme of this work?
4. To what in the work do you object? Please be specific, cite pages
5. What would you like the Library to do with this material?
6. In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject?

REQUEST FOR RECONSIDERATION OF MATERIAL NOT OWNED BY LIBRARY

1. Why do you feel that this material should be in the Library?
2. Please list any reviews or recommendations of this material.

The Orangeburg Library appreciates your interest in our Library's collection. You will receive written notification of the disposition of this request.

SIGNATURE OF COMPLAINANT:

RECEIVED BY:

DATE & TIME RECEIVED:

#### **APPENDIX 5: ORANGEBURG LIBRARY FORM LETTER TO BE USED IN RESPONSE TO WRITTEN COMPLAINT**

Dear :

Your written complaint concerning the Library's having/not having the item , has been received and is being investigated by the Library's professional staff. Their written recommendation concerning your request will be given/sent to you within 5 working days. The report will be based on the Library's established Collection Development Policy and will reflect an unbiased and objective review of the item in question.

Your interest in our Library's collection is appreciated, and I sincerely hope that the disposition of your complaint will be to your satisfaction.

Sincerely,  
Bill Langham, Director  
cc: members, Library System Board of Trustees

**APPENDIX 6: ORANGEBURG LIBRARY FORM LETTER TO  
ACCOMPANY WRITTEN RECOMMENDATION**

Dear :

Pursuant to the written complaint that you filed with the Library on about please, find the attached written recommendation from the Library's professional staff.

This recommendation is based upon their individual review of the item, published reviews of the item and the System's Collection Development Policy.

We sincerely hope that this recommendation is met with your satisfaction. If you do not find this recommendation satisfactory, you have the option of appealing this decision to the Board of Trustees. Should you wish to take this further step, please notify me in writing within 5 working days. If you elect to do so, this item will be placed on the agenda of the next regularly scheduled meeting of the System Board of Trustees, and they will review your written complaint and hear your testimony.

Again, let me thank you for your interest in our Library's collection.

Sincerely,

Bill Langham, Director

cc: members, Library Board of Trustees