



Collection Development Policy

Purpose

The purpose of our Collection Development Policy is to provide guidelines for the selection, acquisition and withdrawal of materials in accordance with our mission. Orangeburg Library seeks to obtain and maintain materials with both historical significance and lasting value while simultaneously acquiring contemporary items to support our role as a community resource for education and entertainment. The responsibility of selecting such materials is delegated by the Board of Trustees to the Director and under the Director's supervision to the professional staff.

Intellectual Freedom of Materials

We seek to provide free access to all of the materials in our collection. No item is labeled to indicate opinion. The Library's decision to purchase an item does not in any way constitute endorsement of the material's content or opinion.

Collection Overview

The Orangeburg Library seeks to acquire the broadest possible range of items appropriate for our size and the community we serve. We believe our collection serves the needs of the general public and reflects the ethnic, racial and cultural diversity of our community. The Library has access, through the Ramapo Catskill Library System, to the collections of the 46 other libraries in the System, to the academic libraries in our area and ultimately, through inter-library loans, to any library that owns materials our patrons want or need. In addition to the materials categorized below, we annually purchase museum passes that allow patrons of all ages to learn, explore and enjoy educational resources outside our library.

Adult materials

Our adult collection contains hardcover and paperback fiction and non-fiction as well as large print in both categories. We have a separate collection of mysteries, science fiction and fantasy, graphic novels and books in other languages. The audio visual items include DVDs, Blu-Rays, music and books on CD, video games and eBooks. We have many periodicals that are available for check out. We subscribe to several newspapers that can be read at our facility. Our website provides access to several reference databases. We have a separate local history section. These materials are not available for loan but for examination at our facility. The Adult Reference librarians are responsible for maintaining these collections.

Teen materials

Our teen collection is for students from grades 6-12. It contains fiction and non-fiction in hardcover and paperback as well as audio-visual items, magazines and games. The Head of Youth Services is responsible for maintaining this collection.

Children's materials

Our children's collection serves children from birth through fifth grade and their families with fiction and non-fiction picture books, easy readers, young readers and chapter book formats. There are also encyclopedias, reference databases, DVDs, music and books on CD, video games and eBooks. The Head of Youth Services is responsible for maintaining this collection.

Material Selection Procedures

The Director, working with the Board of Trustees and staff, determines the allocation of funds and then assigns staff the responsibility for acquiring new materials for all collections in the library. The acquisition and maintenance of material, whether purchased or donated, is based upon the general criteria listed below:

- Popular demand
- Resources supporting our local school system curriculum
- Relevance to community needs and preferences
- Complementing our existing collection and like materials on the subject matter
- Production quality
- Positive published reviews
- Literacy and artistic merit
- Representation of a variety of opinions on issues
- Suitability of physical format for our library
- Cost and availability
- Local authors

Library staff members rely on various tools including professional library review journals in both print and electronic versions. Among the above criteria, the presence or absence of literacy and artistic merit will enjoy particular weight in the decision making process. Patron requests, staff recommendations and promotional materials will also be reviewed. Materials in high demand may be purchased in quantity based upon the judgment of the librarians. Materials are also purchased to replace items that were lost or removed due to wear and tear.

Material Removal

The Orangeburg Library continuously reviews its materials and items may be removed based upon the following conditions:

- Poor condition or damage to the item
- Lack of circulation
- Space restrictions
- Inaccurate, outdated content

- No longer relevant to community needs
- More copies than needed

Challenges – Request for reconsideration of material

Freedom of speech is a principle that supports the freedom of an individual or a community to articulate their opinions and ideas without fear of retaliation, censorship, or legal sanction. It is a democratic right and not to be taken lightly by anyone who enjoys such freedom. Our library strives to provide a diverse collection which represents a variety of viewpoints and does not take a position on materials. We welcome expressions of opinions from our patrons concerning our materials. If a patron feels a piece from our collection does not seem to follow the criteria above, he or she may complete a “Request for Reconsideration” form. Once the form is completed, the request will be considered carefully by the Director. Once a decision is reached, a written response will be sent. If the response is unsatisfying, the patron may then send a request to the Board who will respond after the next regular meeting. Before any item is removed, the librarian shall be given an opportunity to explain why the item merits retention.

Board Approved 11/21/2022



REQUEST FOR RECONSIDERATION OF MATERIAL

Request initiated by (name): _____

Telephone or email: _____

Format of the item:

____ Book ____ DVD ____ Music CD ____ Book on CD ____ Blu-Ray

____ Other

Author/Artist _____

Title of material _____

In what way, does this item not meet the criteria outlined in the Orangeburg Library collection development policy. Please explain:

Signature: _____

Current date: _____