

The Sarah Hull Hallock Free Library  
Milton, New York

**Materials Selection/Collection Development Policy  
2021 Update**

**A. Objectives**

The purpose of the Sarah Hull Hallock Free Library is to provide all individuals in the community with books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time. Serving the library's patrons by spending their tax dollars on items they wish to borrow is the first criterion for collection development. The selection of library materials is patron-centered and provide reflections of their interests, as well as windows to new experience. The most important criteria for collection development is to fulfill requests from library users and to continue to purchase titles on known favorite topics and authors. New titles drawing interest in the greater community and among Mid-Hudson Library System patrons are also given strong consideration, as well as those addressing topical issues and garnering critical acclaim.

Materials for individuals of varying ages, educational levels and interest are acquired. The library acquires a wide range of materials in a variety of formats according to their suitability for public library use and their cost effectiveness. Each type of material is considered in terms of its own merit and its intended audience.

The Board of Trustees of the Sarah Hull Hallock Free Library has adopted and declared that it will adhere to and support: the Library Bill of Rights and the Freedom to Read Statement, adopted by the American Library Association.

No library materials shall be excluded based on expressions of race, religion, nationality, sexual orientation, or political or social views. This Policy defends the principles of freedom to read, view or hear, and no material shall be removed from the collection save under the procedures for: "Reconsideration of Library Material" adopted by the Board of Trustees.

**B. Responsibility For Selection**

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Sarah Hull Hallock Free Library Board of Trustees, and the resource sharing procedures that must be adhered to as contracted members of the Mid-Hudson Library System.

**C. Criteria for Selection**

Consideration in the selection of library materials is given to: individual merit of each item; popular appeal/demand; existing library holdings; availability of materials in the sixty-six libraries within the Mid-Hudson Library System; and budget.

**D. Interlibrary Loan**

Interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection. The Sarah Hull Hallock Free Library is able to lend its materials to other libraries and its patrons benefit from borrowing materials through the Mid-Hudson Library Services (MHLS) interlibrary loan network.

**E. Gifts and Donations**

The library accepts gifts of books and other materials with the understanding that they will be added to the collection at the discretion of the library director. If they are not needed because of duplication, condition, or dated information, the director can dispose of them as s/he sees fit. The same criteria of selection which are applied to purchased materials are applied to gifts.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

#### F. Weeding

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library director. Disposal of withdrawn materials will be handled by the director through sale, donation, or recycling.

#### G. Potential Problems or Challenges

The Sarah Hull Hallock Free Library recognizes that some materials may be perceived as controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for children's selections of material rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

#### H. Challenged Materials

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may put their concern in writing to the director. The concern will be placed on the agenda of the next regularly scheduled meeting of the Library Board of Trustees.



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Rosemary Wein,  
President, Board of Trustees

10/27/2021

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Date Revised