MILLBROOK LIBRARY COLLECTION DEVELOPMENT POLICY

The Millbrook Library provides materials to support the informational, educational, and recreational needs of the people within the Village of Millbrook, the Town of Washington, and the Town of Union Vale. The Library maintains a collection that reflects a diversity of viewpoints on a variety of subjects. This policy exists in order to guide the staff in the selection of materials to support the Library’s mission and to inform the public about the principles upon which selections are made.

The authority and responsibility for the selection of library materials is delegated by the Library Board to the Library Director and, under his or her direction, to qualified staff members.

Materials are selected in compliance with the mission and goals of the Library on the basis of informational, educational, cultural, and recreational value. The collection will include materials in a variety of formats, including but not limited to, print, audio-visual, and electronic. The following general criteria are also used in selecting materials for the collection:

- Reviews in professional journals or other sources
- Current community interest or demand
- Authority, accuracy and artistic quality
- Existing library holdings
- Timeliness
- Availability of the material through the interlibrary loan system or other community, or regional institutions
- Format, including durability and ease of use
- Financial constraints

Recommendations from community members for items are welcome and will be considered within the guidelines of this policy.

Gift materials will be evaluated using the same standards that apply to purchased materials. (See Gift Policy)

To maintain the quality and relevance of the collection, the Library regularly withdraws materials that are worn, outdated, superseded, or obsolete. Space limitations require that duplicate copies no longer in demand also be removed.

As materials become worn, damaged, or lost, replacement will be based on whether or not:

- The item is still available
- There is ongoing demand or need
- Another item or format might better serve the same purpose
- Updated, newer, or revised materials would better replace a given item
- The item has historical value in this or another library based upon mission and guidelines
- Another library system could better provide the item or a comparable item in the future
When an item is removed from the collection, it will be placed out for the public to obtain. Any books that are not taken by the public may be sold or recycled through the Baker & Taylor Sustainable Shelves program.

Censorship is an individual matter. No individual may censor or restrict the freedom of others to read, listen to, or view library holdings. No material will be removed from the collection except under the procedures outlined in the Reconsideration of Library Materials Policy.

The Board endorses and declares that it will adhere to the American Library Association’s *Library Bill of Rights, Freedom to Read, and Freedom to View* statements. (attached)
RECONSIDERATION OF LIBRARY MATERIALS

The library fully endorses the principles documented in the Library Bill of Rights, Freedom to Read, and Freedom to View Statements of the American Library Association. Materials available in the library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy. The library also selects a wide variety of library materials that satisfy the diverse interests of our community. The library upholds the right of the individual to secure these resources, even though the content may be controversial, unorthodox, or unacceptable to some. The library’s varied collection is available to all; however, it is not expected that all of the collection will appeal to everyone.

Objections to any materials in the Library will be made in writing using the “Request for Reconsideration” form. This form should be submitted to the Library Director, who will forward the request to the Board of Trustees. The Director and Board will establish a committee to review the objection.

The committee will examine the challenged material, consider the specific objections to the material voiced by the complainant, and submit a written recommendation to the Board. The Board will then make a final determination and notify the complainant of its decision.

During the review process the materials in question will remain on the shelves and available for circulation.

To initiate a Request for Reconsideration of Library Materials, the form must be completed in full and the complainant must be properly identified. The patron submitting the request must be a resident of the Village of Millbrook, the Town of Washington, or the Town of Union Vale.

Approved by The Millbrook Library Board of Trustees on June 18, 2013. Revised and re-approved by the Millbrook Library Board of Trustees on January 24, 2023.
MILLBROOK LIBRARY REQUEST FOR RECONSIDERATION

Library policy requires that requests for reconsideration of library materials or programs be filed on this form. A copy of the Library’s Materials Selection Policy will be made available to you. Please answer the questions, and sign and date the form. Thank you for taking the time to provide the necessary information.

Name___________________________________________________________________
Address_________________________________________________________________
Phone______________________________________________________________
Do you represent yourself? _________ Organization?(name)_____________________
Resource on which you are commenting
   _____Book_____Audio_____Video/DVD_____Magazine_____Library Program_____
   Other (please specify)_________________
Author_______________________________________________________________
Title____________________________________________________________________
Publisher________________________________________________________________
Program Title & Date___________________________________________________

1. What concerns you about this resource? Please cite specific passages, pages, etc.

2. Is your objection to this material based upon your personal exposure to it, upon reports you have heard, or both?

3. Have you examined (read, heard, seen) the material in its entirety?

4. What brought this resource to your attention?

5. What do you believe is the theme of this material?

6. What action are you requesting the committee consider?

Signature __________________________________________ Date ___________________

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