



Galway Public Library  
P.O. Box 207  
Galway, NY 12074  
(518) 882-6385  
*Serving the Greater Galway Community.*



## **Collection Development Policy**

### **Purpose**

The purpose of the Galway Public Library Collection Policy is to guide the librarian to inform the public about the principles upon which selections are made.

The Library sets as its major goal in materials selection to secure for all residents of the Galway community the informational, educational, cultural, and recreational materials that fit their needs.

### **Definitions**

The word "materials," used for the specific forms of media, has the widest possible meaning. It may include (but is not limited to) books (hardbound and paperbound), pamphlets, maps, magazines and journals, newspapers, manuscripts, films, sound discs, sound tapes, and videotapes.

### **Material Selection**

The board of this library, recognizing the pluralistic nature of this community and the varied backgrounds and needs of all citizens, regardless of race, creed, or political persuasion, declares as a matter of materials selection policy that:

1. Books and library materials selection is, and shall be, vested in the librarian. Any book or library material so selected shall be held to be selected by the board.
2. Selection of books and other library materials shall be made on the basis of their value in regard to interest, information, and enlightenment of all people in the community. No book or library materials shall be excluded because of race, nationality, or the political and social views of the author.
3. This board believes that censorship is a purely individual matter and declares that while anyone is free to reject materials of which one does not approve, one cannot exercise this right of censorship to restrict the freedom of others.
4. This board adopts and declares that it will adhere to and support "The Library Bill of Rights" and "The Freedom to Read Statement" adopted by the American Library Association, both of which are made a part hereof.
5. The library recognizes the purpose and resources of other libraries in the Southern Adirondack Library System and the New York State Library. Through cooperative

agreements the resources of these libraries may be made available to the Galway community.

### **Donations of Materials**

The library accepts donations of materials in good condition, but reserves the right to evaluate and dispose of them in accordance with the criteria applied to purchased materials.

1. The library does not generally accept school textbooks, except when the materials also serve the general public or when they provide information not otherwise available.
2. The library does not accept outdated encyclopedias or condensed books.
3. Legal and medical works will be accepted only to the extent that they are useful to the layperson.

Donors who wish to use the donation of materials as a tax deduction should notify the library of their intent at the time of their donation so that official acknowledgment of the donation can be made. The library does not provide evaluations of gifts for tax deductions or other purposes.

Donated materials not chosen for shelving will first be offered to the librarian for use in library programs. Books not chosen for library programs will be placed on the "Books for Sale" shelf in the library or given to the Friends of the Galway Public Library for their book sales. Books in too poor condition to sell will be recycled.

### **Use of Library Materials**

Library materials will not be marked or identified to show approval or disapproval of the contents, and no item will be sequestered except for the purpose of protecting it from injury or theft.

The use of rare and scarce items of great value may be controlled to the extent required to preserve them from harm.

Responsibility for the reading, listening, and viewing of library materials by children rests with their parents or legal guardians. Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of children.

### **Maintaining the Collection**

Materials that no longer serve a need will be removed from the collection. Decisions for removal will be based on circulation, physical condition, usefulness, age, and accuracy.

### **Reconsideration of Materials**

Procedures have been developed for the reconsideration of materials to assure that objections or complaints are handled in an attentive and consistent manner. Once an item has been accepted for the library collection, based on the Collection Policy of the library Board of Trustees, it will not be automatically removed upon request.

**Revision of Policy**

This policy will be revised as times and circumstance require.

I certify that our Board of Trustees adopted the above at a meeting held on 5/2/06.

This document reflects revisions made to the original policy adopted 7/13/99 and revised on 6/11/02.

A handwritten signature in cursive script, reading "Arlene Rhodes", is written over a horizontal line.

Arlene Rhodes, Board President





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*Serving the Galway Central School District.*

## **Reconsideration of Materials**

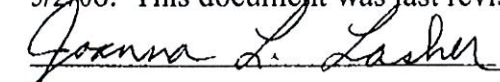
The choice of library materials by patrons is an individual matter. While a person may reject materials for him or herself, he may not exercise censorship to restrict access to the materials by others.

Recognizing that a diversity of materials may result in some requests for reconsideration, the following procedure has been developed to ensure that objections or complaints are handled in an attentive and timely manner.

The person with the request for reconsideration should be referred immediately to the Library Director or to the staff member in charge in the absence of the Library Director. The Library Director or the staff member in charge should explain to the patron that selections are made in accordance with the Collection Development Policy of the Board of Trustees of the Galway Public Library. If the patron is not satisfied with the explanation received, he or she may ask for reconsideration in the following manner:

1. The person making the request for reconsideration must complete a Request for Reevaluation of Library Materials form.
2. The Request for Reevaluation will be referred to a committee consisting of the Library Director and appointed members of the Library staff.
3. The committee will reconsider the item in question using the Collection Policy and reviews from recognized sources.
4. The Library Director will then write to the patron regarding the committee's recommended action.
5. If the patron desires further action, he or she may appeal in writing to the Galway Public Library Board of Trustees. The Board President will appoint an ad hoc committee of the Board to review the request and submit to the Board its recommendation. The President will notify the patron in writing of the Board's decision.

This document is part of the Collection Development Policy that was last revised on 5/2/06. This document was last revised on 3/11/09.

  
Joanna L. Lasher, Board President



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## Request for Reevaluation of Library Materials

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Type of Material (e.g. book, videotape): \_\_\_\_\_

Name of Person Making Request: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Does the patron represent a group? If so, give name: \_\_\_\_\_

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1. What do you believe is the theme or purpose of the material? \_\_\_\_\_

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

3. Have you read/heard/seen the material in its entirety? \_\_\_\_\_

4. To what do you specifically object? \_\_\_\_\_

5. Does the material have any merit or value? \_\_\_\_\_

6. Are you aware of the judgment regarding the book or material by literary or educational reviewers? \_\_\_\_\_

7. What action would you recommend be taken regarding the use of this material?

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Please attach any additional comments.

Signature \_\_\_\_\_ Date \_\_\_\_\_