



Western Sullivan Public Library

MATERIALS SELECTION/ COLLECTION DEVELOPMENT POLICY

A. Objectives

The purpose of the Western Sullivan Public Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time. Members can examine these materials freely and choose those which appeal to them.

Given the inevitable limitations of budget and space, the Library must have a selection policy with which to meet community interests and needs.

The *Materials selection/Collection Development Policy* is used by the Library staff in the selection of materials, and also serves to acquaint the general public with the principles of selection.

The [Library Bill of Rights](#), [ALA Freedom to Read Statement](#), [ALA Freedom to View Statement](#) and [ALA Diverse Collections Interpretation](#) have been endorsed by the Western Sullivan Public Library Board of Trustees and are integral parts of the policy.

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 Western Sullivan Public Library Board of Trustees. This responsibility may be shared with other members of the Library staff; however, because the Director must be available to answer to the Library Board and the general public for actual selections made, the Director has the authority to reject or select any item contrary to the recommendations of the staff.

C. Criteria for Selection

1. The main points considered in the selection of materials, both physical and electronic, are:
 - a) individual merit of each item
 - b) popular appeal/demand
 - c) suitability of material for the clientele
 - d) existing Library holdings
 - e) budget and space



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- f) skill, competence, reputation, and/or significance of author or creator
- g) Relation to other materials and existing areas of coverage, in order to maintain a well-balanced collection
- h) currency/timeliness
- i) availability of materials elsewhere
- j) interests and needs of individuals in the community
- k) representation of diverse viewpoints
- l) providing material for individuals of varying ages, educational levels, and interests
- m) providing material in formats that meet all users' needs
- n) the judgments of trained staff, experts, peers, and book reviewers

2. Reviews are a major source of information about new materials. The primary but not exclusive sources of reviews are *Booklist*, *Kirkus* and *Library Journal*.

3. The lack of a review or existence of an unfavorable review shall not be the sole reason for rejecting a title that is in demand. Consideration is, therefore, given to requests from library patrons and to books discussed in the media. Materials are judged on the basis of the work as a whole, not of a part taken out of context.

The Western Sullivan Public Library may, on occasion, create special collections of local materials which do not fully meet the purchasing criteria of the *Library Materials Selection Policy*. Two such collections are the Local Authors Collection and the Local History Collection.

E. Local Author Collection

Published works by authors and other creators who reside or have resided within the territory served by the Western Sullivan Public Library may be purchased or accepted as gifts regardless of reviews or other considerations specified in the Selection Criteria.

F. Local History Collection

Materials relating to the history of the communities, townships, organizations, or families located in the area served by the Western Sullivan Public Library may be purchased or accepted as gifts regardless of reviews or other considerations specified in the Selection Criteria. Local History material that is one-of-a-kind or rare will be non-circulating and available for in-house use only.

Copying of fragile material may not be allowed. Copyright laws may apply.

G. Oral History



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Oral histories are a valuable and unique historical resource. Acquisition of oral-history materials is mission driven. Materials relating to the history of the communities, townships, organizations, or families located in the area served by the Western Sullivan Public Library may be acquired in order to preserve and make public the narratives of our area. WSPL's interest in oral histories is to capture, preserve and provide access to first-person accounts and content that fit WSPL's collection-development mission.

WSPL creates and maintains a permanent record of all items acquired, including how the item was acquired, the item's provenance, all subsequent transactions, and exhibition history. The donor completes a *Deed of Gift Form* (Appendix C) when donating oral histories to the collection. Data is entered into an automated database and paper copies of all records are kept in the accession files. All acquisitions come with rights given to WSPL that support the widest possible public access.

A *WSPL Oral History Recording Release Form* (Appendix A) between WSPL and the donor is executed and becomes part of the permanent record. With few exceptions, the library does not accept gifts with restrictions or conditions. In instances where the library has acquired a work whose creator wishes to retain an interest, such information is recorded on the deed of gift and in all subsequent catalog records.

Archival Practices:

WSPL is committed to providing public access to the collections to further engage audiences through research, exhibition, and education. This access is both physical and intellectual. The library and curatorial collections are available for research year-round by appointment. Collections may be used for publications, exhibitions, education, research, as reproductions, or in derivative and interpretative works. Access may be limited in rare instances if staff believe that the request would risk significant damage to collection materials or if there are any restrictions imposed by donors. All researchers are to be made welcome and treated in a professional and courteous manner. All conditions of access must be applied equally and fairly. All researchers (staff and public) must complete a *WSPL Research Request Form* (Appendix B) at the beginning of their appointment. The information collected is used to track use and publication of the collection, discourage theft and enhance recovery, and document the source of damage, vandalism, or theft. Staff are to treat the following information as confidential: donor contact information, and, at donor request, donor name; lender or potential lender addresses and phone numbers; researcher registration data; and insurance valuation of borrowed or collection items.

Copyright:

Copyright exists separately from ownership of the physical work, which means that WSPL does not necessarily own copyright to the works in its possession. Copyright is inherent in original work from the moment it exists in tangible form—from the moment of creation, whether or not the creator has applied for copyright to the work.



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Users are expected to abide by all copyright and intellectual property laws. WSPL will provide copyright information and restrictions when they are known. It is the obligation of the user to determine and satisfy copyright and other restrictions.

G. Interlibrary Loan

Because of limited budget and space, the library cannot acquire all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

The Western Sullivan Public Library offers interlibrary loan services to all cardholders of the Ramapo Catskill Library System, in accordance with RCLS rules. Any patron utilizing interlibrary loan ILL agrees to the user policies of the lending institution.

In addition to drawing upon RCLS member libraries' collections, the Library has the ability to request books from Southeastern New York Libraries via Southeastern Access to Libraries (SEAL) as well as the Online Computer Library Center (OCLC). Patrons will be allowed up to five requests per month for materials not within the Ramapo Catskill Library System. Any additional requests will be at the discretion of the Director.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Western Sullivan Public Library agrees to lend its materials to other libraries using a standard interlibrary loan policy.

H. Gifts and Donations

The Western Sullivan Public Library encourages and appreciates gifts and donations.

Gifts of books and other materials are accepted, however, with the understanding that they will be added to or kept in the collection only if appropriate and needed. Accordingly, the Branch Managers can accept, reject, or dispose of them as they see fit. Apart from budgetary constraints, the same criteria of selection that are applied to purchased materials are applied to gifts.

Memorial gifts of books or money are also accepted, but it is preferable that gifts of specific titles be offered after consultation with the Library Director or Branch Manager. If no specific book is requested, book selection will be made by the Director or Branch Manager. The library does not accept encyclopedias, magazines, Reader's Digest editions, books that are in poor condition, damaged, or moldy, or items in outdated format (e.g. VHS, cassettes).



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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.

I. Collection Evaluation

The collection development process includes continual evaluation of holdings and removal of items that are outdated, rarely used, no longer of interest or value to the public, unnecessarily duplicated, worn out, or damaged. The guidelines listed above are generalizations and there will be exceptions: for example, works of high artistic value that are deemed to be classic or otherwise essential to a library collection may be retained even if they are rarely borrowed.

Continual evaluation of materials allows the library to maintain an up-to-date, accurate and useful collection with improved appearance and browsability. Items removed from the collection may be sold, given away, recycled, discarded, or otherwise disposed of at the discretion of the Library Director and the Branch Managers. Replacement of worn or damaged materials with new copies will be up to the discretion of the Director and their designated staff.

This ongoing process of collection evaluation is the responsibility of the Library Director and the Branch Managers and is authorized by the Board of Trustees.

J. Potential Problems or Challenges

The Western Sullivan Public Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will be made not on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Parents or legal guardians retain the responsibility of choosing materials from the collection for their own children. Selection of library materials will not be inhibited by the possibility that materials may be accessed by 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.



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K. 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 complete a written *Statement of Concern About Library Resources* form (Appendix D) and submit it to the Director. The identity of such patrons will remain confidential.

The Director will examine the challenged material, and, if necessary, solicit advice from RCLS and the American Library Association Office for Intellectual Freedom if necessary. The inquiry will be placed on the agenda of the next regular meeting of the Western Sullivan Public Library Board of Trustees, which will make the final determination.



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Appendix A

WSPL Oral History Recording Release Form

I voluntarily agree to participate in an interview that may be preserved at the Western Sullivan Public Library (WSPL).

I acknowledge that WSPL acquires local oral history interviews with the intent of sharing them with the public and preserving them for generations.

I understand that, to accomplish this, various items may be created or edited from or used to supplement my interview, including but not limited to:

- a preservation master copy and user copies of the recording
- reformatted copies of the recording that meet changing technological and archival standards
- a transcript and edited summary
- photograph(s) of me or additional documents and images related to the interview that I wish to share
- Library advertising, promotion, displays, theatrical performances and other events, educational materials, and programming, online and in person

I hereby transfer this work to the public domain. I fully understand that this interview will not be copyrighted by me or the Library but will be immediately placed in the public domain. Copyrights and rights of reproduction in and to these materials will be governed by United States copyright law.

Date of interview: _____ Location of Interview: _____

Interviewee Name: _____

Address: _____

Phone: _____ Email: _____

Interviewee Signature(s): _____ Date: _____

Interviewer Name: _____

Address: _____

Phone: _____ Email: _____

Interviewer Signature: _____ Date: _____



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WSPL ORAL HISTORY BEST PRACTICES:

An archive is only as good as its foundational standards.
WSPL is committed to nurturing professional best practices in oral history.
If you are an Interviewer, please keep these details in mind:

To Submit the Interview to WSPL:

- Record in .wav 48/16 CD quality
- Files are each max 20 min. If you are running over 20 min., start a new file.
- Name your file consistently:
- OH_Year_Month_Day_LastNameInterviewee_FirstNameInterviewee_InterviewerInitial_Series
- Looks like this: OH_2023_9_05_Curtis_Mary_LEJM_1of3
- With WSPL, share your .wav interview on a USB drive or SD card.
- (Next best is a link to access and upload online, still in .wav)
- Documents required to submit:
- WSPL Release form signed by both the Interviewee and the Interviewer
- WSPL Interview Information Sheet
- Copy of background notes taken during interview
(
dates, spelling of names and places, etc.)
- If available, accompanying photos, documents, images with written descriptions.

If your recording is accepted into the archive, WSPL will:

- Catalog and preserve the interview and its accompanying documents
- Transcribe the interview
- Give you access to a digital copy of the interview and transcript
- Within the archive's context and subject to staff resources, WSPL will strive to make the interview as accessible to the public as possible.

NOTES:

- Since its archive is intended to be relatively small, WSPL reserves the right to decide which items are entered into the archive. Decisions focus on recording quality, historical importance, fit with our patrons' interests, submission of a correctly completed release form, and other factors.
- WSPL's cataloging timeline is dependent upon available staff and resources.



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Appendix B

WSPL Research Request Form

Contact Name:

Address:

Email:

Phone:

Requested by Name of Individual, Department, or Organization:

Today's Date: ___/___/___ Date Needed: ___/___/___

___ In-person visit or ___ Copies Sent (\$.25 b&w, \$.50 color, plus postage, 8x11 only)

Will you need recurring access? ___ No

___ Yes—approximately, how often or when? _____

Items Requested from: ___ Delaware Free ___ Jeffersonville ___ Narrowsburg

ID#	Title	Author	Type

Are you using archive information for a public or private project? ___ Public ___ Private

WSPL may have copyright insight or be able to point you to other helpful resources:

Please share the project's name and description, if available. Explain how you intend to use the information. Also, as a result of this research, what will you have gained? What questions would you like the information to answer?



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Appendix C

Deed of Gift/Donor Agreement

Western Sullivan Public Library (WSPL) gratefully acknowledges receipt from:

Donor: _____

Address: _____

Phone: _____ Email: _____

Of the following materials:

I hereby make a gift of these materials to WSPL. By making this gift, I assign and convey to WSPL legal title and any and all copyrights and/or other intellectual property rights that I hold in these materials. The rights assigned include the right to create derivative works or compilations and to record or fix the materials in any tangible medium that currently exists or that may be developed. Title and rights shall pass to WSPL at the time of transference of materials. WSPL may use its discretion in the disposition of the materials not considered appropriate for retention in its collections unless instructions for disposition are stated below:

In the event that the Donor may from time to time hereafter give, donate, and convey additional historical materials, title to such materials shall pass to WSPL upon their delivery, and all provisions of this instrument of gift shall be applicable to such additional materials. A description of the additional materials so donated and delivered shall be prepared and attached hereto.

I certify that I have read the terms of this deed and that I have absolute authority to donate this property:

Donor's Signature:

Date:

Print Donor's Name:

FOR WSPL:

Date:



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Appendix D

Western Sullivan Public Library STATEMENT OF CONCERN ABOUT LIBRARY RESOURCES

Name _____ Date _____

Address _____ Phone _____

City _____ State _____ ZIP _____

Email _____

Resource on which you are commenting:

____ Book	____ Audio CD
____ Audiobook	____ DVD
____ Magazine	____ Content of Library Program
____ Newspaper	____ Digital Content
	____ Other

Title: _____

Author/Publisher or Producer/Date: _____

1. What brought this resource to your attention?
2. To what do you object? Please be as specific as possible.
3. Have you read or listened to or viewed the entire content? If not, what parts?



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4. What do you feel the effect of the material might be?
5. For what age group would you recommend this material?
6. In its place, what material of equal or better quality would you recommend?
7. What do you want the library to do with this material?
8. Additional comments: