SHELTER ROCK PUBLIC LIBRARY
COLLECTION DEVELOPMENT POLICY

Mission and Vision Statement

In an effort to uphold the mission and vision of the Shelter Rock Public Library, The Collection Development Policy strives to provide access to the best possible resources for education, culture and entertainment to our diverse community, from toddlers to seniors. By providing an enriching environment, with a friendly, knowledgeable and helpful staff, to promote learning and thus respond to the needs of all patrons in a rapidly changing world, we hope to be a "go-to" destination for the community we are committed to and want the residents to be proud to say, "This is my library!"

Purpose of the Policy

The Shelter Rock Public Library Board of Trustees endorses the American Library Association's Library Bill of Rights, The Freedom to Read Statement and Freedom to View Statement and its interpretations. In its adoption of the Code of Ethics of the American Library Association, the Shelter Rock Public Library Board of Trustees and staff uphold the principles of intellectual freedom and resist all efforts to censor library resources. Materials selected under the library’s collection development policy are considered protected under the First Amendment of the United States Constitution. This policy is meant to aid the librarians in supporting the mission and the roles of the library in this community; to guide the librarians in the selection of materials in various formats; and to inform the community about the principles upon which selections are based.

Community Served

The Library collects and assesses materials to meet the informational, educational and recreational needs of our community. Materials for Children and Young Adults are intended to support recreational reading, develop and enhance reading skills, supplement their educational needs and gain a lifelong appreciation of literature. Community needs are assessed through the review of population demographics, evaluation of the usage of materials in all formats, observation of community interests and activities and knowledge of other services and programs available in the community.

Limitations of the Collection

The Shelter Rock Public Library does not collect materials in-depth in any one subject area. Interlibrary cooperative agreements with the Nassau Library System (NLS), the Long Island Library Resources Council (LILRC) and the Suffolk Cooperative Library System (LI Link) enhance individual patron research pursuits and recreational use by granting access to public and academic library collections throughout Long Island and the United States. Given the diversity of our community we also offer books and DVDs in the various native languages of our community. Format and access are considered when making all material selections.
Responsibility for the Collection

Final responsibility for material selection lies with the Director of the Shelter Rock Public Library who delegates to department heads and other professionally trained staff members the authority to make individual selections. The library seeks to meet the needs of the community by maintaining a representative and well-rounded selection of materials on all subjects including those that may be considered controversial. It is the responsibility of individual library users to choose materials which suit individual need and tastes. Users are free to restrict for themselves, materials of which they do not approve, however, they may not restrict the freedom of others to read and view what they may desire. Selection of materials for adults will not be inhibited by the possibility that such materials may be accessible to children. The reading and viewing activity of children is ultimately the responsibility of the parents.

Basic Selection Principles

A policy cannot replace the judgment of a skilled librarian and an item need not meet all criteria to be selected. Each librarian shall seek to provide a balanced collection in various formats and base selections on critical review sources; an understanding of users needs; knowledge of authors and publishers; and authority, accessibility and accuracy of presentation. Preference shall be given to favorable reviews in reputable sources.

The following principles are also to be considered when selecting materials:

- Appropriateness to the Library's mission
- Relationship to the existing collection
- Price, availability and Library materials budget
- Suitability of subject and format for intended audience
- Reputation and qualifications of the author, publisher or producer, with preference given to titles vetted in the editing and publishing industry
- Relevance to current and anticipated community needs
- Local significance of the topic or author
- Historical significance
- Literary merit and contribution to the field of knowledge
- Clarity, accuracy and logic of presentation
- Relevance to early literacy
- Responsiveness to school age and Young Adult interests, scholastic support and enrichment
- Availability of content through the Internet, subscription databases, or other means

Patron requests for particular materials are always welcome, however, the Library reserves the right to purchase or reject such requests based on the selection principles provided above.
Gifts and Donations

The Library may accept gifts of materials and monetary donations given in memory of a loved one or to commemorate a special event. Donated items will be reviewed for the overall contributions to the Library’s mission and relevance to the collection. Processing costs, value and insurance considerations, condition and collection development principles are factored before a gift is added to the collection. All gifts are the property of Shelter Rock Public Library and will be treated on an equal basis with purchased materials with regards to the inclusion, display, housing, circulation and disposition of the donated material. The library reserves the right to refuse any donation of materials. Materials will not be accepted with restrictions or stipulations for special housing.

Withdrawals

Librarians systematically withdraw materials from the collection for the following reasons:

- Loss or condition; number of copies in the collection; relevance to the needs and interests of the community; accuracy and timeliness; current demand and frequency of use; availability elsewhere including other libraries and online, as well as items that no longer meet the selection criteria. Withdrawn items are not necessarily replaced. Popular or classic titles in poor condition will be replaced whenever possible. The Library strives to maintain an up-to-date, varied, engaging collection. The Library will not withdraw an item for a patron wishing to purchase that item. When possible, withdrawn items will be offered for sale with proceeds to benefit the Library.

Policy and Process for Collection Challenges

Patrons may request reconsideration of library materials by completing a REQUEST FOR RECONSIDERATION OF MATERIAL FORM designated by the Board of Trustees. Forms are available at the Library and on our website srpl.org

The Future

Recognizing that formats are continually changing, core selection principles will apply to all new formats. The Library seeks to maintain a balanced collection of materials that will be accessible and useful to the majority of the community. Older existing formats will be retained to support the interests of patrons with older technologies as long as they continue to circulate.
Appendices
A. Library Bill of Rights (American Library Association)
B. Freedom to Read Statement (American Library Association)
C. Freedom to View Statement (American Library Association)
D. Code of Ethics of the American Library Association
E. Shelter Rock Public Library Request for Reconsideration of Material Form

Adopted by the Shelter Rock Public Library Board of Trustees
August 10, 2021
Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939.
Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980; inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.
AMERICAN LIBRARY ASSOCIATION

THE FREEDOM TO READ STATEMENT

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*
2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*
3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*
4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*
5. *It is not in the public interest to force a reader to accept the prejuudgment of a label characterizing any expression or its author as subversive or dangerous.*
6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*
7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.


*First Amendment of the Bill of Rights to the United States Constitution*

*CONGRESS SHALL MAKE NO LAW RESPECTING AN ESTABLISHMENT OF RELIGION, OR PROHIBITING THE FREE EXERCISE THEREOF; OR ABRIDGING THE FREEDOM OF SPEECH, OR OF THE PRESS; OR THE RIGHT OF THE PEOPLE PEACEABLY TO ASSEMBLE, AND TO PETITION THE GOVERNMENT FOR A REDRESS OF GRIEVANCES.*

The Bill of Rights to the U.S. Constitution was ratified on December 15, 1791

Endorsed by the Board of Library Trustees: August 24, 2009, October 22, 2012, August 22, 2016
The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:
1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.
The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people’s freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a “bad” book is a good one, the answer to a “bad” idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader’s purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.


A Joint Statement by:
American Library Association (/)
Association of American Publishers (http://www.publishers.org/)

Subsequently endorsed by:
American Booksellers for Free Expression (http://www.bookweb.org/abfe)
The Association of American University Presses (http://www.aaupnet.org/)
The Children's Book Council (http://www.cbcbooks.org/)
Freedom to Read Foundation (http://www.ftrf.org)
National Association of College Stores (http://www.nacs.org/)
National Coalition Against Censorship (http://www.ncac.org/)
National Council of Teachers of English (http://www.ncte.org/)
The Thomas Jefferson Center for the Protection of Free Expression
Freedom to View Statement

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.

2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.

3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.

4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.

5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

(!offices/oif)
AMERICAN LIBRARY ASSOCIATION FREEDOM TO VIEW STATEMENT

The Shelter Rock Public Library subscribes to the American Library Association Freedom to View Statement which follows.

American Library Association Freedom to View Statement

The Freedom to View, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place of censorship in any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest possible access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.

2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.

3. To provide film, video and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of content.

4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, and other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.

5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.
Code of Ethics of the American Library Association

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.

II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.

III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.

IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.

V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.

VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.

VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.

VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of coworkers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.

The previous version of this file has long held the incorrect amendment date of June 28, 1997; the Office for Intellectual Freedom regrets and apologizes for the error.
SHELTER ROCK PUBLIC LIBRARY
REQUEST FOR RECONSIDERATION OF MATERIAL FORM

The Trustees of Shelter Rock Public Library have established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the Library Director. The request will be reviewed by the Director and Board of Trustees.

Shelter Rock Public Library
165 Searingtown Road
Albertson, NY 11507

Name _________________________________

Address _________________________________

Town __________________ State/Zip __________________

Phone _______________________________ E-mail __________________

Do you represent self? _____ Or, organization? __________________

1. Resource on which you are commenting:
   ___ Book (e-book)  ___ Video  ___ Magazine  ___ Audio Recording
   ___ Digital Resource  ___ Newspaper  ___ Other

   Title __________________________________

   Author/Producer _________________________

2. What brought this resource to your attention? __________________

3. Have you examined the entire resource? If not, what sections did you review?
   _______________________________________

4. What concerns you about the resource? _______________________

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?
   _______________________________________

6. What action are you requesting the committee consider?  _______________________________________

Signature ___________________________ Date _________________