COLLECTION DEVELOPMENT POLICY

Library Mission
Livingston Manor Free Library is a vital center for the community where materials and services are provided for personal enrichment, enjoyment and educational needs. Community needs drive our services which are delivered in a welcoming and responsive manner.

Philosophy
The Livingston Manor Free Library subscribes to the Library Bill of Rights and as it pertains to collection development is guided by the first two principles:

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.

The Library will select without bias print, non-print, and digital materials to meet the informational, educational, recreational, and cultural needs of Library District residents. Further the Library will offer diverse collections to meet the various ages, interests, educational and reading levels, and cultural backgrounds of its residents. The Library will provide collections through which an individual may explore all points of view and issues of interest. The Library will be responsive to public demand for materials of contemporary significance and interest, while balancing this with the need to collect and retain materials of historical value.

The primary focus of our materials selection is on fiction and non-fiction for adults, young adults, juvenile readers, beginning readers, and picture book readers. Audiobooks on CD, large-print books, magazines, and DVDs can also be found in the collection.

The presence of an item in the library does not indicate an endorsement of its content by the Library.
Materials Selection

The Director has the primary responsibility for materials selection in all formats. Staff members may assist in selection based on special knowledge in certain areas and formats. Suggestions from the general public are encouraged and are evaluated by the staff based on the Library’s criteria for selection.

The following criteria may be used when considering and selecting Library materials:

- Evaluation of professional reviewers
- Authority or significance of the author of the work
- Objectivity, accuracy and timeliness of information and data
- Clarity, readability
- Relevance of the subject for the intended audience
- Relation to existing collection materials on the subject
- Importance as a document of the times
- Respectful and accurate portrayal of characters and cultures
- Suitability of physical format
- Patron recommendations and overall demand for the material
- Staff recommendations
- School reading lists and other local use
- Number of copies currently held by libraries within the RCLS system

The Library welcomes suggestions for the purchase of materials. Suggestions will be subject to the same standards of selection as other considered materials.

Local history materials relating to Livingston Manor and the region and books by local authors are sought for the collection.

Selection of Digital Items

Ebooks and digital audiobooks may be selected for the RCLS consortium by the Central Library, may be purchased and shared by other RCLS libraries, and may be selected by the Livingston Manor Library Director. When considered for purchase, selections will follow the criteria used for print media.

Collection Maintenance

The Library strives to maintain a collection of materials of interest to Library users. An up-to-date and useful collection is maintained through a process of continual withdrawal and addition. Items may be withdrawn based on condition, demand, accuracy, space, and the availability of newer editions. Items that are withdrawn from the collection are treated in the same manner as unneeded material donations (see below).
Lost and Damaged Items

Lost and damaged items incur a replacement fee according to the price listed on the item record in the library catalog. Item record prices are retail prices. Although the Library may be able to purchase a replacement at less than the retail cost, the balance helps to defray the cost of shipping and staff time to purchase and process the item. Patrons are expected to pay the fee if an item is lost, or with permission of the Director, provide the Library with an identical replacement in new condition. The final determination of damage resulting in the necessity to replace an item will be made by the Library Director. The Director reserves the option to replace lost items with more recent editions or similar publications.

Donations

The Livingston Manor Library welcomes donations of books and other materials in good condition on a limited basis. The quantity of items accepted at any one time will vary depending upon the availability of storage space.

All items accepted by the Library as gifts become the sole property of the Library and may be used or disposed of in whatever manner the Library deems appropriate. Items may be added to the collection based on selection criteria outlined above, sold to support library operations, donated to other organizations such as Literacy Volunteers or local second-hand businesses, or disposed of via the county’s recycling program.

Donations must be in acceptable condition, as determined by the Library staff. Odor, discoloration, markings and spine damage may render items unacceptable. Encyclopedias and textbooks are not accepted.

Donations of local history materials are encouraged.

Receipts given by the Library to donors are limited to a general acknowledgment that a gift was received. Assignment of value for income tax and other purposes is the responsibility of the donor. The Library does not appraise materials nor endorse appraisals provided by donors.

Monetary donations for the purchase of materials in memory or in honor of a person are welcome.

Approved by the Board of Trustees, July 10 2023