

Collection Development Policy

(Approved by the Board of Trustees of the Croton Free Library on April 4, 2022)

Acquisitions

Professional library staff will use standard professional journals, as well as reputable popular and local media sources relevant to libraries, as the basis for the selection process of materials for the Library's collection in support of the Library's stated mission. The Library's acquisition of any materials does not constitute endorsement of their content or creators.

Potential materials are judged by appropriate criteria including, but not limited to:

- Relevance and usefulness to community needs, interests, and demand
- Balance within the current collection
- Suitability and currency for the intended audience of subject, style, format, interest, and reading level
- Reliability of the content or creator
- Quality of writing, design, illustration, or production

The same criteria of selection are applied to purchased materials, gifts, and donations.

Weeding

Materials are withdrawn from the collection in order to maintain its usefulness, currency, relevance and condition. When determining whether an item should be retained or discarded, the Library considers the availability of newer or updated materials, relevance of the materials, publication date, circulation history and statistics, physical condition, past use of the item and how many copies of the item exist (both in the Library and in other libraries within the Westchester Library System). Items that are not regularly weeded include unique or rare materials and materials concerning local history or by local authors. Withdrawn materials may be sold, offered to other libraries or nonprofit organizations, recycled, or discarded.

Request for Reconsideration of Library Materials

The Croton Free Library recognizes that some patrons may feel materials in our collection are controversial. Selection and location of materials for the collection will not be made on the basis of anticipated approval or disapproval, but solely on the basis of this policy's guidelines. Selection of materials will not be inhibited by the possibility that materials may come into possession of children. Library materials will not be marked or identified to show approval or disapproval of their content or creators. Responsibility for monitoring a minor's access to materials rests with their parent or legal guardian.

Croton Free Library patrons objecting to materials in the Library's collection must submit a completed Request for Reconsideration of Library Materials Form to the Library Director. Due consideration will be given and a response will be made within a reasonable time. The final responsibility for selection of library materials rests with the Library Director, who will consider such requests in light of this Collection Development Policy, the principles of the American Library Association Library Bill of Rights, the opinions of the various reviewing sources, and any other appropriate source.