

Collection Development Policy

The purpose of the Catskill Public Library and Palenville Branch Library collection development policy is to guide the Libraries' staff in the selection, development and maintenance of a balanced collection that meets the needs of the community. The policy describes how materials are selected and maintained. It addresses questions and concerns regarding the presence or absence of certain materials. In addition to serving as a guideline for Staff when selecting materials, this policy will also acquaint the public with the criteria for selection.

Mission Statement

The Catskill Public Library and Palenville Branch Library are dedicated to providing free access to the world of ideas, learning and entertainment for enrichment of their respective communities. Our mission is to continually improve and expand our services, materials and programs to best serve the needs and desires of the residents of Catskill and Palenville, to whom the library belongs.

Community to be Served

The Library serves a population of approximately 13,000 permanent and part-time residents of Catskill and Palenville. (2020 Census) The Library provides access to its collection and services to all regardless of race, color, national origin, creed or religion, marital status, veteran status, sex or sexual orientation, age, disability, economic status or views.

Intellectual Freedom

The Catskill and Palenville Libraries subscribe to the following fundamental rights to Intellectual Freedom and the Freedom to read, links are provided below

1. [The Library Bill of Rights](#)
2. [The Intellectual Freedom: An Interpretation of the Library Bill of Rights](#)
3. [ALA's Freedom to Read Statement](#)
4. [The Resolution on Challenged Materials](#)
5. [The Statement on Labeling](#)
6. [The Statement on Restricted Access to Library Materials](#)
7. [The Freedom to View Statement](#)
8. [The Free Access to Libraries for Minors Statement](#)
9. [The Public Library, Democracy's Resource](#)
10. [Access for Children and Young People to Non-print Materials](#)
11. [Equity, Diversity, Inclusion](#)

Purpose and definition of the collection

The purpose of the collection is to meet the educational, cultural and recreational needs of the Catskill and Palenville communities.

Library Collection

- Print: books, magazines, newspapers and graphic novels
- Audiovisual materials: CDs, videogames and DVDs
- Downloadable e-books, e-audiobooks, music, movies and television shows.
- The library is registered to provide materials from the New York State Talking Book and Braille Library
- Non-circulating items: Reference, Local History and Professional materials

Formats of materials may be added or deleted as technology or patron reading, viewing and listening interests and needs change. Items will be purchased within budgetary constraints and based on the availability of materials.

Criteria for Selection

To facilitate the identification, evaluation, and selection of materials purchased for the Library's collection, librarians regularly use a variety of professional selection aids. Standard review sources are routinely consulted, such as *Library Journal*, *Public Library Core Collection books*, *School Library Journal* and *Publishers Weekly*. Final responsibility for the selection of Library material rests with the Library Director.

The Catskill Library is committed to providing an equitable basis for purchasing materials, ensuring that consideration of the needs of historically oppressed, underrepresented, and underserved groups is integral to collection development and management. The library regularly reviews the current and emergent demographic trends for the library's constituent populations to inform collection development and management. The library regularly assesses the adequacy of existing collections to ensure they meet the needs of the library's constituent populations.

Titles written by local authors that meet the general criteria for selection may also be included in the Library Collection. Please see separate Local Author Collection Policy and form.

Local History

The purpose of the local history collection is to preserve materials that document the history of Catskill and its residents. The Catskill Library will preserve and maintain these materials for future generations by using accepted preservation methods, and providing access to the materials under safe and secure conditions.

Additional Resources

Mid-Hudson Library System (MHLS)

To enhance our collection the Library relies on the Mid-Hudson Library System, a network of 71 member-libraries in five (5) counties (Columbia, Dutchess, Greene, Putnam and Ulster). The MHLS Online Public Access Catalog (OPAC) contains the collections of all 71 member-libraries which are available to all Library Card holders.

Collection Maintenance

Collection Maintenance [weeding/withdrawing items] ensures that collections are current, attractive, diverse, and useful to patrons and to the community. Collection Maintenance is just as vital as the selection process to build a useful and responsive collection. Collection Maintenance is an ongoing process and final responsibility falls to the library director.

The weeding of material from the collection is based upon but not limited to:

- Condition Is the item intact, damaged, stain, unusable?
- Circulation How often has the material circulated?
- Uniqueness Is the item the only copy in the system?
- Accuracy Is the item outdated? (especially relating to Health and Science)
- Relevancy Does the material support the Library's Mission?
- Status Is the item widely accepted as a "Classic" or "Core Collection"?

Replacement of damaged Library material is dependent upon demand and availability of newer additions. Weeded items will either become a part of our book sale, donated elsewhere, or properly recycled.

Gifts and Donations

The Library welcomes gifts and donations that support the Library's mission. Similarly, the Library reserves the right to decline any gift or donation that does not support its mission. Once accepted, all Gifts and Donations become the property of the Library

Gifts

Restricted: Gifts offered with restrictions as to how they should be used or spent must support the Library's mission and any restriction to its use will be reviewed by the Library Director and Board of Trustees prior to acceptance.

Unrestricted: Gifts offered with no restrictions must support the Library's mission and will be used at the discretion of the Library Director and Board of Trustees.

Donations

Acceptable items for consideration are: Books (Hardcover, Paperback and/or Books on CD), DVDs, Videogames, and Music CDs. Damaged items (dirty, moldy, wet, torn, chewed, pen/penciled marks, etc.) will not be accepted.

The Library is not able to accept Textbooks, Encyclopedias, Homemade DVDs or CDs, Record Albums, Cassettes or Videocassettes, and outdated Publications.

Resolution: Adopted on October 27, 2022 by unanimous vote of the Board of Trustees of the Catskill Public Library

Appendix A

The Library Bill of Rights
As adopted by the American Library Association

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, by the ALA Council; amended October 14, 1944;
June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980;
inclusion of "age" reaffirmed January 23, 1996.

Freedom to Read Statement

A Joint Statement by the American Library Association and the Association of American Publishers

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.

1. *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.

1. *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.

1. *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.

1. *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.

1. *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.

1. *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.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.