

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 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. (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. [Library Bill of Rights | Advocacy, Legislation & Issues \(ala.org\)](#)
2. [Interpretations of the Library Bill of Rights | Advocacy, Legislation & Issues \(ala.org\)](#)
3. [The Freedom to Read Statement | Advocacy, Legislation & Issues \(ala.org\)](#)
4. [Challenged Resources: An Interpretation of the Library Bill of Rights | Advocacy, Legislation & Issues \(ala.org\)](#)
5. [Labeling Systems: An Interpretation of the Library Bill of Rights | Advocacy, Legislation & Issues \(ala.org\)](#)
6. [Restricted Access to Library Materials: An Interpretation of the Library Bill of Rights | Advocacy, Legislation & Issues \(ala.org\)](#)
7. [Freedom to View Statement | Advocacy, Legislation & Issues \(ala.org\)](#)
8. [Access to Library Resources and Services for Minors: An Interpretation of the Library Bill of Rights | Advocacy, Legislation & Issues \(ala.org\)](#)
9. [Core Values of Librarianship | Advocacy, Legislation & Issues \(ala.org\)](#)

10. [Access to Library Resources and Services for Minors: An Interpretation of the Library Bill of Rights | Advocacy, Legislation & Issues \(ala.org\)](#)
11. [Equity, Diversity, and Inclusion | Advocacy, Legislation & Issues \(ala.org\)](#)

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 upon 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 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?
- Currency Is the information current and/or accurate?
- 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 May 18, 2022 by unanimous vote of the Board of Trustees of the Catskill Public Library
Resolution: Amended on October 27th, 2022 by unanimous vote of the Board of Trustees of the Catskill Public Library**