



Inspiring Ideas, Strengthening Community, Enriching Lives

518-477-7476 | www.eastgreenbushlibrary.org

Collection Management Policy

The library exists to provide education, information, materials, reference sources and reading, listening, and viewing pleasure to all the people within its chartered area. Because of space and budget limitations, it is necessary to establish a Materials Selection Policy

Principles of Free Access

- The East Greenbush Community Library Board (board) endorses and declares that it will adhere to the Freedom to Read statement, the Freedom to View statement, and the Library Bill of Rights, all of which were adopted by the American Library Association (attached below)

Collection Development Responsibility

- Selection of books and other library material is the responsibility of the director, and under their direction, qualified members of the professional staff. The board is ultimately responsible for the selection of all material so selected.

Selection of Library Items and Resources

- Selection of East Greenbush Community Library (library) holdings is based on interest, information, and the enlightenment of all library patrons. No book or library material shall be excluded because of the race, nationality, political, or social views of the author.
- The board defends the principles of the freedom to read, listen to, or view and declares that whenever censorship is involved, no book or other library materials shall be removed from the library's holdings except under the orders of a court of competent jurisdiction.
- Standard professional journals, authoritative online tools, and popular and local media sources are among the most frequently used tools in the selection process. Acquisition of any item or resource does not constitute endorsement of the contents of the item or resource. While a single standard cannot be applied, items and resources that are considered for acquisition are judged by these and other appropriate criteria:
 - Relevance to community needs, interests, and demand
 - Balance with current collection
 - Suitability of subject, style, format, interest and reading level to the intended audience
 - Reputation of the author, composer, filmmaker, publisher, or producer
 - Quality of writing, design, illustration, or production

Statement on Minor Access

- The board acknowledges that the responsibility for monitoring a minor's access to all library items and resources rests with the minor's parent or legal guardian.

Withdrawal of Library Items and Resources from the System and the Library Collection

- Items and resources are regularly withdrawn from the library collection to maintain the collection's usefulness, currency, relevance, and condition. Withdrawn items and resources may be disposed of in a variety of ways including, but not limited to, public book sales, responsible and sustainable recycling, and/or disposal.



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Shared Collections

- In addition to the East Greenbush Community Library's own collections, the library also participates in system-wide shared collections through the Upper Hudson Library System (UHLS). Responsibility for selection and collection management decisions is shared among UHLS and member libraries. All requests for reconsideration of material in any of the UHLS shared collections should be directed to the Upper Hudson Library System Executive Director.

Responsibilities:

- It is the responsibility of the library director, library staff, and Board of Trustees to adhere to the principles and concepts stated in the Collection Management Policy.

Definitions:

- The words HOLDINGS and MATERIALS are synonymous and refer to the East Greenbush Community Library's collection of physical and digital books, magazines, video, audio, pamphlets, toys, games, technology, and any other pertinent materials.

American Library Association Bill of Rights (excerpt)

- 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.
- 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.
- Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

American Library Association Freedom to Read Statement (excerpt)

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.



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- 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.

American Library Association Freedom to View Statement (excerpt)

- 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.
- To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
- 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.
- 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.
- To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

Adopted, Board of Trustees, September 19, 1995

Amended, Board of Trustees, December 18, 2007

Revisions Recommended by Service Committee, May 5, 2022

Amended, Board of Trustees August 9, 2022 (replaces former Materials Selection Policy)