

**Fort Edward Free Library
Policy Manual
Collection Development Policy**

The Fort Edward Free Library commits itself to the citizens of the Town and Village of Fort Edward to be a community resource that provides access to information and technology as well as educational and cultural events while remaining a center for research and literary pursuits.

The Library is identified and defined principally by its holdings of materials and information resources. The Library acts to fulfill its mission by selecting, acquiring, organizing, preserving, maintaining, and providing access to a collection of materials, both print and non-print, and to electronic resources that address the interests and needs of the members of our diverse and complex community.

Intellectual Freedom

The Library supports the “Library Bill of Rights” and the “Freedom to Read” statements adopted by the American Library Association.

The Library makes available a wide diversity of ideas and viewpoints in support of an informed citizenry and a democratic society. The Library supports the individual choice and judgment of its users in seeking information, and upholds the freedom of library users to read, view, and listen to materials of their choosing.

Materials are not marked, labeled or sequestered to show approval, disapproval, or judgments as to suitability of content for a particular audience.

Materials are not excluded, removed, proscribed or suppressed because of their creator's origin, background, or views, or because they represent a particular aspect of life, frankness of expression, or controversial subject matter.

Concerns about Library material should be made to the Director. Objections not resolved in discussion may then be made in writing. The Director will review the material, make a decision, and notify the complainant. The library user may appeal that decision to the Board of Trustees.

No challenged library material will be removed from the Library under any legal or extra-legal pressure. Only under court order will library materials be removed from the shelves.

Materials Selection

The Library provides a collection that balances viewpoints across a broad spectrum of opinion and subject matter in formats suitable to a variety of learning and recreational interests and skills. Decisions to select or retain an item are based on the merits of each work or information source as it relates to the goals and coverage of the collection. The Library considers the value of each item in its entirety and within the context of the collection, not on specific passages or sections within the item itself.

The Library maintains three collection development goals:

- To furnish current material for both adult and juvenile readers
- To provide current reference material
- To maintain a local history collection

Book and/or library materials selection is the responsibility of the Library Director in accordance with the selection policies as adopted by the Board of Trustees. Inclusion of an item does not constitute endorsement by the Board of Trustees. The Director may authorize members of the Library's staff to aid in material selection.

The main points to be considered in the selection of materials are:

- Individual merit
- Popular demand
- Suitability for the Library's clientele
- Existing Library holdings
- Budget

Selection of materials for adults is not constrained by possible exposure to children or young adults. Responsibility for children's use of Library collections rests with parents, guardians, or caregivers.

Adopted: March 9, 2016