

Starr Library

COLLECTION DEVELOPMENT POLICY

1. Purpose

The purpose of this policy is to guide the selection, management, and evaluation of materials in the Starr Library collection. The Library seeks to provide a broad, current, and relevant collection that supports lifelong learning, cultural enrichment, and recreational reading for the community.

2. Responsibility for Selection

The Library Director has overall responsibility for collection development and management and operates within the framework of this policy and the budget approved by the Board of Trustees.

The Director may delegate selection and collection management responsibilities to qualified professional staff. Selection is a collaborative process informed by staff expertise and community engagement.

3. General Selection Principles

Materials are selected to meet the interests and needs of the community. Selection decisions are informed by:

- Community interest and demand
- Relevance to current and emerging topics
- Diversity of viewpoints and experiences
- Professional reviews and standard selection tools
- Authoritativeness and accuracy
- Relationship to the existing collection
- Format, usability, and accessibility
- Cost and available budget

The Library strives to maintain a balanced collection representing a wide range of perspectives. Inclusion of an item does not constitute endorsement of its content.

4. Emerging Technologies and AI-Generated Content

The Library recognizes that emerging technologies, including artificial intelligence tools, may be used in the creation, editing, narration, illustration, translation, or publication of library materials.

Materials that include AI-generated or AI-assisted content will be evaluated according to the same standards applied to all collection materials, including:

- Accuracy and reliability
- Quality and coherence
- Originality and authorship
- Relevance to community interests and needs
- Suitability for the collection

The use of artificial intelligence does not automatically exclude or qualify a work for inclusion in the collection. The Library reserves the right to decline materials that are misleading, plagiarized, mass-produced, low-quality, or otherwise inconsistent with the Library's selection standards.

5. Collection Scope and Priorities

The Starr Library provides materials for general interest, education, and recreation. The collection is not intended to be comprehensive or to serve as a research archive.

Priority is given to:

- Popular and high-demand materials
- Current and relevant works
- Core titles of lasting value
- Materials that reflect the interests and diversity of the community
- Literary, artistic, historical, scientific, or intellectual merit

The Library participates in resource sharing through the Mid-Hudson Library System and relies on interlibrary loan to supplement its local collection.

6. Formats and Access

The Library collects materials in a variety of formats to meet community needs, including print and digital resources.

Digital collections, including those provided through services such as Libby (OverDrive) and Hoopla, are an integral part of the Library's offerings. Selection and availability of digital materials may be influenced by vendor platforms, licensing models, and budget considerations.

The Library regularly evaluates format use and adjusts collecting practices in response to changing technology and patron preferences.

7. Range of Perspectives

The Library is committed to building a collection that reflects a wide range of perspectives, identities, and lived experiences. Materials are selected to support an inclusive environment and to ensure that all members of the community can see themselves represented in the collection.

8. Intellectual Freedom

The Starr Library upholds the principles of intellectual freedom as expressed in the American Library Association's Library Bill of Rights and related statements.

Materials are not excluded or removed because of the origin, background, or views of those contributing to their creation. The presence of an item in the collection does not constitute endorsement.

Responsibility for a child's use of library materials rests with their parent or guardian.

9. Gifts and Donations

Donated materials are evaluated using the same criteria as purchased items. Acceptance of a donation does not guarantee its addition to the collection.

Donated items become the property of the Library and may be:

- Added to the collection
- Given to the Friends of Starr Library for sale
- Offered to the community
- Recycled or otherwise disposed of

The Library does not accept materials with restrictions on their use or disposition.

Local and self-published authors are considered according to the Library's Local Authors Materials Selection Policy, maintained as a separate document.

10. Collection Maintenance and Deselection

The collection is regularly evaluated to ensure it remains current, relevant, and in good condition.

Materials may be withdrawn based on:

- Physical condition
- Outdated or inaccurate information
- Low or declining use
- Redundancy or space considerations

Withdrawn materials are disposed of in a manner consistent with Library practices and community benefit.

11. Requests for Reconsideration

The Starr Library recognizes the right of community members to express concerns about materials in the collection, while affirming its commitment to intellectual freedom and access to diverse viewpoints.

Informal Resolution

Patrons are encouraged to discuss concerns with Library staff or the Library Director. Many concerns can often be resolved through conversation.

Formal Request

A formal review may be initiated by submitting a completed Request for Reconsideration form to the Library Director. Requests must be submitted by a Starr Library cardholder or resident of the service area.

Review Process

Upon receipt of a completed form:

- The Library Director will acknowledge the request
- The material will remain available during the review process
- The Director will review the item in its entirety
- The Director will consider:
 - This Collection Development Policy
 - Professional reviews and bibliographic sources
 - The work's intended audience and purpose
 - Relevant professional standards

Evaluation will consider the work as a whole, not isolated passages.

Decision

The Library Director will issue a written decision within a reasonable timeframe. Outcomes may include:

- Retaining the item
- Reclassifying or relocating the item
- Withdrawing the item, if it does not meet policy criteria

Appeal

If the requester is not satisfied, they may submit a written appeal to the Board of Trustees. The Board's decision is final.

Guiding Principles

- Materials are selected based on established criteria, not personal approval
- Materials will not be removed solely because they are controversial
- The collection reflects a range of viewpoints

Limitations

- Each item may be reconsidered only once within a 12-month period unless new information is presented

11. Policy Review

This policy will be reviewed periodically by the Library Director and Board of Trustees and updated as needed to reflect changes in community needs and library practices.

This policy is informed by professional standards from the American Library Association, guidance from the New York State Library, and policies from peer public libraries in New York State.

Approved by the Starr Library Board of Trustees: August 27, 2026 (replaced 2012 version)

Starr Library – Request for Reconsideration of Library Materials

Completion of this form is the first step in the reconsideration process. Please return the completed form to the Library Director.

Date: _____

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Do you represent:

☐ Yourself

☐ An organization (please name): _____

1. Resource Information

Type of material:

☐ Book / eBook

☐ Movie / DVD

☐ Audio / Music

☐ Digital Resource

☐ Other: _____

Title: _____

Author/Producer: _____

2. Engagement with the Material

What brought this material to your attention?

Have you examined the entire work?

☐ Yes

☐ No

If not, what parts did you review?

3. Concerns

What concerns you about this material?

4. Context

What do you believe is the theme or purpose of this work?

Are there other materials you would recommend on this topic?

5. Requested Action

What action are you requesting?

- ☐ Retain as is
- ☐ Reclassify / relocate
- ☐ Remove from collection
- ☐ Other: _____

6. Additional Comments

Signature: _____