

North Greenbush Public Library  
Material Selection Policy

The objective of the North Greenbush Public Library is to provide selected materials, print and non-print media within the limitations of space and budget, to aid individuals at all age levels in pursuit of education and enjoyment of leisure time. The ultimate responsibility for selection and disposal of materials rests with the Library Director, operating with the framework of policies and objectives determined by the Library Board of Trustees. The materials in the North Greenbush Public Library shall be selected, organized, preserved and made available to all library users. The North Greenbush Public Library provides an impartial environment in which individuals and their interests are brought together with the universe of ideas and information spanning the spectrum of knowledge and opinions. The library board affirms the American Library Association's Library Bill of Rights, Freedom to View, and Freedom to Read policy statements in support of acquiring and managing its collections. These documents are available on the following pages. The library's acquisition of any item or resource does not constitute endorsement of the content of said item.

Criteria for Selection of Library Materials:

1. Importance of to the collection
2. Permanent or timely value
3. Supportive educational, cultural and civic activities in the community
4. Historical value
5. Price

Withdrawal of materials from the collection is an integral part of collection development. Library material is discarded when the subject matter is out of date, when demand has significantly decreased, or when material is physically worn out. Responsibility for collections maintenance and the disposition of withdrawn materials rests with the Library Director. Withdrawn items may be offered to other libraries or non-profit organizations, recycled or discarded.

**Reconsideration of Library Items and Resources in the Library Collection**

Patrons requesting that an item or resource be withdrawn must complete the *Request for Reconsideration of Material* form and submit it to the library director. The matter will be given serious attention and a response will be made in writing within a reasonable time. The request will be considered in light of the library's material selection policy, the principles of the ALA *Library Bill of Rights*, the *Freedom to Read Statement* and the *Freedom to View Statement*, the opinions of the various reviewing sources, and any other appropriate source. The Library Director will notify the patron of the results of the reconsideration.

The Director's decision may be appealed to the library Board of Trustees.

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Revised to include Reconsideration of Library Items 5/25/2022