

## HENDRICK HUDSON FREE LIBRARY SELECTION POLICY

As a community source of information, culture, and recreation to the residents of the Hendrick Hudson School District, the Hendrick Hudson Free Library acquires and maintains a collection of print and non-print materials which educate, enrich, entertain, and inform its patrons. The authority and responsibility for the selection of library materials is delegated to the Library Director and under his/her supervision, to the professional staff who are qualified by reason of education, training, and experience, within the framework of policies, goals, and objectives determined by the Library Board of Trustees.

In selecting material for the collection, the staff is guided by the American Library Association's Library Bill of Rights and Freedom to Read statement as well as the following general principles:

- The Library will endeavor, within the constraints of financial ability and space, to build a comprehensive collection covering a wide field of interests and ideas. Attempts are made to provide materials on all sides of controversial issues.
- Material will be selected based on such criteria as reviews, timeliness of subject matter, author's reputation, price, format, popular demand, and inclusion in lists of standard works. Recommendations from the public are welcomed.
- The Library acknowledges a particular interest in local history and in the works of local authors. The Library will, however, apply the same standards of selection to the works of local authors as it does to other materials.
- Responsibility for materials read by children rests with their parents or legal guardians. Selection shall not be inhibited by the possibility that books may inadvertently come into the possession of children.
- Since the Hendrick Hudson Free Library has available to it the resources of many other libraries through the Westchester Library System, it does not acquire highly specialized and/or technical materials which can be obtained through interlibrary loan. Neither does it collect in depth in those fields where there is a special collection nearby.

The same criteria will be used in withdrawing materials from the collection as are used in their acquisition. In order to maintain the collection in its most attractive and useful condition, the staff will use their judgment in removing items which are no longer useful, or are not in a condition suitable for circulation. Materials no longer useful to the Library may be given to other libraries, sold for the benefit of the Library, recycled, or discarded.

The Library will review decisions regarding specific materials upon written request. A form for this purpose is available at the reference desk.

Adopted by the Library Board of Trustees 02.09.98  
Reviewed 09.18.23  
Revised 04.08.19

## REQUEST FOR CONSIDERATION/RECONSIDERATION OF MATERIAL FORM

The Board of Trustees of the Hendrick Hudson Free Library has an established Selection Policy for gathering input about particular items. If you wish to request inclusion of a resource, or request reconsideration of an existing resource, please complete this form [via our website](#) or by submitting it to a staff member.

Date \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State/Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

Do you represent yourself? \_\_\_\_\_ Or an organization? \_\_\_\_\_  
Name of Organization \_\_\_\_\_

**Resource on which you are commenting:**

\_\_\_\_\_ Book    \_\_\_\_\_ Digital Resource    \_\_\_\_\_ Magazine    \_\_\_\_\_ Newspaper  
\_\_\_\_\_ Movie    \_\_\_\_\_ Audio Recording    \_\_\_\_\_ Other

Title: \_\_\_\_\_  
Author/Producer: \_\_\_\_\_

**What action are you requesting the Library to consider?**

\_\_\_\_\_  
\_\_\_\_\_

**What brought this resource to your attention?**

\_\_\_\_\_  
\_\_\_\_\_

**Have you examined the entire resource? If not, what sections did you review?**

\_\_\_\_\_  
\_\_\_\_\_

**What concerns you about the resource (if applicable)?**

\_\_\_\_\_  
\_\_\_\_\_

**Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?**

\_\_\_\_\_  
\_\_\_\_\_