

Collection and Program Management

General Collection Development Policies

The Library maintains an extensive collection of printed, audio-visual, electronic materials and programs for the information, education, enrichment and recreation of the community.

The Library recognizes its obligation as a public institution serving the needs of a large group of people with varied backgrounds, abilities, tastes, interests and purposes; thus, the Library endeavors to assemble a collection sufficient to make it a dependable source of materials and programs for most of the people, most of the time. Materials and programs selected should conform to the interests of the community without being restricted by them.

Library materials and programs will be selected for values of interest and information. There should be the fullest practical provision of materials and programs presenting diverse points of views concerning the problems and issues of our times and the past.

Materials and program offerings shall not be proscribed because of partisan, doctrinal or moral views. The Library is not the political, religious, moral or cultural arbiter of the community.

The Library will provide materials and programs for users of all ages.

The Chief Executive Officer is responsible for the selection of materials, development of the collection, and the program offerings. Selection, however, is a two way process. The users of the Library indicate their interests and needs and then the staff executes critical judgment in anticipating demands and in selecting the best materials and programs with which to satisfy the users.

The selection of materials and programs may be limited by a variety of factors, including:

- 1) Physical limitation of the facilities
- 2) Suitability of the format for Library purposes
- 3) Budgetary considerations
- 4) Availability of special materials in more comprehensive library collections in the area
- 5) Inexpensive accessibility in other locations

No attempt will be made to supply textbooks used in the schools and colleges in the area. However, a book is not to be excluded only because it is a textbook.

Suggestions for materials and programs should be made in writing to the Chief Executive Officer and they are welcome from any Hauppauge Public Library cardholder.

Removal

The Chief Executive Officer and staff continually evaluate the Library's collections. From time to time it is necessary or advisable to discard materials in the Library's collections. In general, materials which are out of date, for which there is unlikely to be future interest, for which multiple copies are no longer needed, which are in formats or editions which have been superseded, or which are in poor condition, should not be kept in the collection.

The Chief Executive Officer and staff will work to assure that the collection is reviewed on an ongoing basis to provide room for new and more popular materials and to keep the collection current and up to date. This also assures that the more useful, informative and requested items are easy for our Guests to browse and find.

It is the Chief Executive Officer's responsibility to establish criteria for discarding items. Such items may be disposed of in any legal manner. However, the Board of Trustees wishes that, when practical discarded items not be destroyed, but rather sent to other agencies if they can be put to productive use.

Pursuant to Education Law §260, "prior to the discarding of used or surplus books or other such reading materials [the Library] . . . shall offer to donate such books or materials to a not-for-profit corporation or political subdivision located within the area of the library system or offer to sell such books or materials to the general public. The trustees shall retain any proceeds received from the sale of such books and materials for the purpose of maintaining and improving library service within the system."

Request for Re-Evaluation

A trustee, employee, or Hauppauge, Town of Islip resident (a "Request-Maker") may request that the Selection or Cataloging of a Library Resource or Resources be re-considered.

To initiate a Request for Re-Evaluation, the Request-Maker must complete the "Request for Re-Evaluation" form, annexed hereto as Addendum "A." Only the factors listed in the form are a suitable basis for a filing such a request.

The "Request for Re-Evaluation" must be returned to the Library's Chief Executive Officer for determination. If dissatisfied with the response, an appeal may be submitted to the Board of Trustees.

All Requests for Re-Evaluation will be evaluated per the Library's Plan of Service, this Policy, and the following excerpts from the American Library Association's Code of Ethics:

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.

Decisions of Requests and Appeals shall be communicated using the forms below (Addendum "B" and "C"), with modifications as determined by the issuing authority.

Addendum "A"
Request Re-Evaluation of Library Resource

This Request for Re-Evaluation is governed by the Library's Collection Management Policy and the Library's current procedures for Selection and Cataloging, available at 1373 Veterans Memorial Highway, Ste. 1, Hauppauge, NY 11788 (Guest Services)

Instructions

- 1) To initiate a Re-Evaluation of a Library Resource, please fill out the form, below.
- 2) Submit one form per work.
- 3) Submit by email at info@hauppaugelibrary.org or mail, Hauppauge Public Library, 1373 Veterans Memorial Hwy., Ste.1, Hauppauge, NY 11788.
- 4) Submission will be reviewed by the Chief Executive Officer within fourteen (14) calendar days of receipt. Decisions will be communicated in writing.
- 5) Appeals to the Board of Trustees: must be made within 14 calendar days of decision by submitting (1) original Request, (2) the Decision and (3) the statement: "I request an appeal." Address appeals to the Board of Trustees by email (info@hauppaugelibrary.org) or mail 1373 Veterans Memorial Hwy., Ste. 1, Hauppauge, NY 11788.
- 6) Board decisions will be made within 60 days of appeal, and is final and binding

NAME	
Address	
Library Card #	
Catalog # of Material of Concern	
Title of Work	
Basis of Concern (select all that apply):	<input type="radio"/> Does not meet current Selection Criteria <input type="radio"/> Improperly Cataloged (please note specific issue) <input type="radio"/> Does not fall within needs of community
Please include any comments you would like the Library to consider:	Comments:
Date submitting form:	
Signature:	

Addendum "B"
**Form: Chief Executive Officer's Determination on Request for Re-Evaluation of
Library Resource**

Request for Re-Evaluation of Library Resource
Notice of Chief Executive Officer's determination made
DATE
Regarding Request for Re-Evaluation of
TITLE, CATALOG NUMBER
Submitted on: DATE

RE: Notice of Chief Executive Officer's

Determination Dear NAME:

The Hauppauge Public Library received your above-referenced Request for Re-Evaluation on DATE.

In evaluating your request, I, as Chief Executive Officer, have applied the Library's Collection Management Policy, its Long-Range Plan of Service, and the Code of Ethics of the American Library Association.

Based on that criteria, I have determined that [the Library Resource was properly included in the Library's collection] OR [the Library Resource was not properly included in the Library's collection, and will be removed/re-cataloged as INSERT].

The Hauppauge Public Library strives to meet the needs of everyone in the community, as required by our Long-Range Plan of Service. If you would like to appeal this determination, you may direct your appeal to the Board of Trustees c/o: President, Board of Trustees at Hauppauge Public Library, 1373 Veterans Memorial Hwy., Ste. 1, Hauppauge, NY 11788.

Sincerely,

NAME
Chief Executive Officer,
Hauppauge Public Library

Addendum "C"
Template for Board of Trustees' Resolution Determining Appeal

WHEREAS the Board timely received an appeal of the Chief Executive Officer's decision attached to this resolution from NAME OF REQUEST-MAKER; and

WHEREAS the Board has evaluated the appeal by applying the factors in the Library's Collection Management Policy, its Long-Range Plan of Service, and the Code of Ethics of the American Library Association;

BE IT RESOLVED that the appeal is [granted, and the item it pertains to is to be removed by the Chief Executive Officer per library policy within 5 business days, and the Board shall notify the Request-Maker of this decision within 5 calendar days] OR [denied, and the Board shall notify the Request-Maker of this determination within 5 calendar days] as provided by the Library's Collection Management Policy; and

BE IT FURTHER RESOLVED that this Board re-affirms its commitment to New York State Constitution, the United States Constitution, and the American Library Association Code of Ethics, as adopted by the New York Library Association.

AYES:

NAYS:

ABSTAIN:

Adopted: December 20, 2001

Reviewed: July 15, 2010

Amended: November 14, 2013; June 2021; November 2022