

Material Selection Policy

The Dobbs Ferry Public Library provides free service to all individuals in the community. Its objectives include provision of materials to aid the individual in pursuit of information that will inform, entertain and contribute to enrichment of mind and spirit.

The goal of the Library Board is to build a diversified collection, which supports the library's mission within the limits of our budget.

The authority and responsibility for the selection of library materials is delegated to the Library Director and under his or her supervision, to the professional staff who are qualified by reason of education, training and experience.

1. Present and potential relevance to community needs.
2. Contemporary significance or permanent value, accuracy and authority of author.
3. Relation to existing collection and other materials on subject
4. Availability and accessibility of the same material in the local area
5. Suitability of subject and style for intended audience.
6. Attention given by critics, reviewers and the public.
7. Availability and suitability of format.
8. Suitability of physical form for library use.

The Library provides books and materials for children and young adults , which are suitable for these age groups. Whenever possible, these collections are separate from the adult collection and clearly labeled. The Library does not deny or limit access to any item because of content or style. Responsibility for the reading of children rests with their parents and legal guardians.

Since the Library has access to the resources of the Westchester Library System, we do not acquire highly specialized or technical materials, which can be obtained through interlibrary loan.

The Library works cooperatively with schools to supplement and enhance their collections. The major function of the school library is to furnish curriculum-related materials. The public library seeks to provide a more comprehensive collection.

The Library Board endorses the Library Bill of Rights and the Freedom to Read Statement adopted by the American Library Association.

Anyone objecting to the inclusion of certain materials in the library collection must first read this policy. If dissatisfied, complainant is asked to outline in a written letter the materials to which he or she objects. The written complaint should be delivered or mailed to the Director, who will respond in writing, within five working days. If complainant wishes to proceed further, he or she may request a hearing at the next regular meeting of the Library Board. The decision of the Board is final and the matter considered closed.

Maintaining the Collection

Selected materials are regularly assessed for their condition, accuracy, currency, and performance within the context of the library collection. The "weeding" of materials from the collection is a formal process conducted by knowledgeable staff. Materials no longer useful to the library may be given to other libraries or sold for the benefit of the library. This statement of policy will be revised as times and circumstances require.

