



# **Mahopac Public Library**

## **COLLECTION DEVELOPMENT POLICY**

**668 Route Six, Mahopac, New York 10541 | 845-628-2009**

**MAHOPAC PUBLIC LIBRARY**  
**COLLECTION DEVELOPMENT POLICY**

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**COLLECTION DEVELOPMENT POLICY****Purpose**

The Mahopac Public Library Collection Development Policy has been adopted in order to make available to the staff and the public the procedures for selection, acquisition, weeding, and long-term planning of our collection areas. The Department Heads, in conjunction with the Adult, Youth, and Reference Librarians, are responsible for choosing new material. This Collection Development Policy will assist them in making those choices within the parameters of the Library's mission and goals.

**Mission**

It is the mission of Mahopac Public Library to enrich the lives of all residents in its community by providing ease of access to cultural, informational, and recreational resources.

The objectives of the collection policy are:

- To select popular, basic, and significant works that are relevant to the community, its interests, and its needs;
- To provide material in a variety of formats and in a timely manner;
- To set subject area collection levels that are based on current and anticipated community needs;
- To actively manage the collection so that it keeps up with changing needs;
- To make every effort to provide a balance of viewpoints within the various subject areas;
- To collect materials that support the Mahopac Central School District and are in accordance with the guidelines set forth by the New York State Board of Education;
- To manage space and funds efficiently by regularly weeding worn, outdated and superfluous material; and
- To work with area libraries to develop shared resources and prevent duplication

**Patron Needs and Services**

The Mahopac Public Library strives to provide its community with a diversity of helpful resources in four basic service areas: General Information; Lifelong Learning; Current Topics and Titles; and Information Literacy. In support of this goal, the Mahopac Public Library offers equitable access to:

- Reference materials and services, Internet, and online database access to meet the information needs of our patrons;
- Current informational and recreational print, audiovisual, and digital material;
- Local history/genealogy materials;
- Year-round programming across all age groups that serves to inform, educate and entertain;
- Meeting rooms for community groups or organization events;
- A high speed wireless network;
- Bulletin board and display space to feature local events and artwork;
- Interlibrary loan services provided through the Mid-Hudson Library System, a consortium of over 66 libraries spread across five counties;

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- Documents relating to local issues that are placed at the Library by local, state, and federal agencies prior to public hearings;
- Library volunteer-managed delivery system of collection materials to Mahopac Public Library patrons who are homebound by illness or infirmity; and
- Remote access to the Library's online catalog and circulation system, and subscription databases, through the Library's home page.

**General Selection Guidelines**

The Head of Readers' Services, the Head of Reference, the Head of Teen Services, and the Head of Youth Services work together to coordinate the material selection process and supervise the department staff responsible for ordering materials. The work includes material review and recommendations. The Library Director is authorized by the Board of Trustees to oversee this process. The Library Director is solely responsible for the allocation of funds. The selection of new material is based on criteria designed to meet the interests and needs of the patrons; assess the content of the material and its importance; and evaluate the new material's relationship to material already held in the collection.

*Criteria*

- Current and potential relevance to the community
- Relationship to existing collection
- Resource for school curriculums
- Consideration of reviewers
- Reputation and importance of author
- Relevance of content
- Suitability of physical form
- Popular demand
- Price
- Accuracy
- Comprehensiveness
- Local importance
- Lasting significance

*Tools*

The Library staff uses journals, reviews, and vendors as sources for finding new material for consideration. Journals include *Library Journal*, *School Library Journal*, *Booklist*, and *Publishers Weekly*, among others. Patron requests, staff recommendations, publisher's catalogs, and promotional materials also come under review. Items in high demand may be purchased in quantity. (Items on bestseller lists and items with multiple holds are considered in high demand.) Material may also be purchased to replace items that are worn, damaged, or have been removed or lost.

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### Collection Evaluation and Assessment

A formal community-wide user needs assessment will be conducted during the long-range planning process to evaluate if the scope and depth of the current collection and current policy is meeting the educational, recreational, and informational needs of the community. Formal interim assessments may be conducted if the Library Director sees fit. The form and format of these assessments are to be determined by the Library Director. However, the success of the Library depends on its ability to connect with and be responsive to its patrons daily. It is the responsibility of all library staff, during the course of daily business, to take note of developing needs or areas for improvement and to discuss these observations with their supervisor or the Library Director.

### Collection Priorities

The Mahopac Public Library is dedicated to serving the recreational, educational and informational needs of its patrons. The following priorities have been established and are in keeping with the Library's mission:

- Print is the preferred format in most cases. Additional formats are included based on public demand/interest or when this would negatively impact access to information.
- Unabridged material is preferred to abridged items.
- The emphasis is on current, up-to-date information, although classic works of enduring significance will be included.
- Items with broad popular appeal take precedence over highly specialized works.
- At this time, English is the preferred language.
- Special consideration for collection inclusion will be given to items that have been requested via Interlibrary Loan (ILL) four or more times within the last year.

### Special Collections

#### *Local History/Genealogy*

The local history and genealogy collections are non-circulating monographic and serial works that support genealogical and local history research and are housed in the Local History Room on the third floor of the Library. Included in the collection are nonfiction works about Mahopac, its county, and the Hudson Valley region of New York State in general. Genealogy materials include: cemetery records, and *The Putnam Courier* (the local newspaper) from 1846-2004 (some gaps) on microfilm, and a collection of yearbooks from 1942 – present (some gaps). Also included is a collection of books by local authors. No effort is made to collect rare or archival materials for the purpose of preservation.

### Interlibrary Loan and Cooperative Collection Management

Interlibrary loan (ILL) is a service that supports the mission of the Library by providing enhanced access to library materials and information. The Mahopac Public Library, as a member of the Mid-Hudson

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Library System (MHLS), shares its circulating collection with all other member libraries. These libraries in turn make their collections available to card holders from any library inside the system. Resource-sharing and a collective automation system allows for the holdings of MHLS member libraries to be reserved by or for Mahopac patrons via the on-line "Request-a-Title" system, which are then supplied via an extensive delivery network.

Traditional interlibrary loan is also provided to meet the needs of patrons who are interested in topics outside the scope of the local library's (or member libraries') collections. The holdings of the MHLS libraries may be taken into account when selecting and deselecting materials from the Mahopac Public collection.

Purchase of an item, in lieu of requesting it through ILL, may be considered if the material is requested frequently and it satisfies the appropriate selection criteria.

### **General Statement on Formats**

The Mahopac Public Library collects standard and large-print books, periodicals, newspapers, DVDs, music CDs and audiobooks on CD, graphic novels, e-books, and e-audiobooks. Information is also provided through access to a collection of on-line databases.

### **Specific Subject Selection Criteria and Priorities**

#### *Fiction General Policy*

The goal of the fiction collection is to provide leisure reading materials for adults that will satisfy the Library patrons' diverse backgrounds in education and taste. The Mahopac Public Library staff makes an effort to provide the Library with a fiction collection of recognized authors as well as a wide range of contemporary fiction. When patrons request specific works, the Library makes every effort to address those requests. The collection of classic or traditional fiction will be maintained. The Mahopac Public Library endeavors to meet this goal by:

- Staying within the General Selection Guidelines of the Mahopac Public Library;
- Providing a broad range of material;
- Balancing genres;
- Representing important movements and trends;
- Procuring items of social importance;
- Taking notice of patron requests; and
- Buying NY Times best-seller list books.

Contained within the adult fiction collection are popular new fiction, hardcover fiction, paperback fiction, large-print fiction, and critically acclaimed authors.

The adult fiction collection is maintained at recreational and informational collection levels. The collection emphasizes popular and best-seller material.

The vast majority of the fiction collection is in English. The foreign-language collection can be expanded on the basis of community requests and needs.

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Titles that have not been circulated in three years may be removed from the collection. Shelf space and budget limitations always have an impact on decisions.

**Fiction Selection Tools**

The Library staff relies primarily on reviews contained in online and print journals. Fiction material on best-seller lists, requests by library patrons, staff recommendations, and publisher catalogs are also considered. Items that are in high demand may be ordered in multiple quantities. To be considered in high demand a book might be on best-seller lists or have a large number of requests. Fiction items that are lost or removed from the collection due to wear or damage may be replaced if the need exists.

Fiction selection tools include:

- *Booklist*
- *Library Journal*
- *School Library Journal*
- Reviews in local and regional newspapers
- *The New York Times Book Review*
- *New York Times* best-seller list
- Patron requests
- *Publishers Weekly*
- Staff recommendations

***Nonfiction General Policy***

Items are selected to meet the Library's mission of providing high-quality material that serves the cultural, recreational, and/or educational information needs of the community. Formats for adult nonfiction include print, audiovisual, digital, and graphic materials.

For durability, hardcover is preferred; however, paperbacks will be purchased when hardcover is not available, budget constraints deem the hardcover too expensive, or as additional copies of highly popular items.

Nonfiction items are evaluated for their:

- Writing quality;
- Production quality;
- Appropriateness of format;
- Authenticity and accuracy;
- Author qualifications/reputation;
- Relevance to or enhancement of the current collection;
- Interest within the community;
- Ability to foster personal growth or encourage freedom of thought;
- High quality content on national, state, or local history;
- Comprehensiveness;
- Lasting significance;

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- Suitability for our community;
- Price and their impact on budget and storage space.

**Nonfiction Selection Tools**

Selection tools for adult nonfiction material include, but are not limited to:

- *Booklist*
- *Library Journal*
- *School Library Journal*
- Reviews in local and regional newspapers
- *The New York Times Book Review*
- *New York Times* bestseller list
- Patron requests
- *Publishers Weekly*
- Staff recommendations

Nonfiction is a large area encompassing a broad range of topics that represent a subject as fact, and the type of materials range from reference items to pop-science, cook books to literary criticism, sacred texts to sports manuals, works on poetry, and art and history. The community uses the material in this section to both entertain and educate themselves. To accommodate this dual purpose, most of this section is collected at an informational level: primarily current works, supplemented with a limited section of older works that are considered core in their field. Emphasis is placed on current information that is of interest to the community. The section also collects basic works on subjects considered to be culturally enlightening, historically important, or staples of well-rounded knowledge. For more detail on selection criteria, collection levels, and collection priorities of individual subsections of the nonfiction collection please see [Appendix A](#).

*Juvenile and Young Adult Collections***General Policy and Scope**

These collections serve two primary groups: Juvenile (children from birth to grade 5) and Young Adults (teenagers grades 6 and up). Materials purchased for the Juvenile collection will be labeled “J” and housed in the children’s area of the Library, while books in the Young Adult section will be labeled “YA” and shelved in a separate section of the Library designated for teens.

The Juvenile and Young Adult collections share some of the same goals: to stimulate the informational, literary, educational, and recreational needs of the community’s children and teens at every stage of their physical, intellectual, and emotional growth. The Juvenile collection has the additional aim of supplying materials in support of early literacy from infancy and preschool on through the early elementary school years. The Young Adult collection has the additional aim of collecting a wide variety of popular interest items in favorable formats that are easily “browsed” in order to reinforce and maintain the habit of reading in young adults so that they may become lifelong readers.

Juvenile and Young Adult materials are selected with consideration for, but not limited to, their:

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- Interest to patrons;
- Authenticity of the information;
- Literary quality;
- Suitability for the audience;
- Popularity of the author;
- Physical features and format;
- Price;
- Currency of the material;
- Vendor reputation;
- Depth of coverage;
- Support of local school curriculum;
- Space considerations and budget limitations.

**Juvenile & Young Adult Selection Tools**

Selections are made primarily based on positive, critical reviews from the leading professional journals such as: *Booklist*, *School Library Journal*, *Horn Book*, *Book Links*, and *Voice of Youth Advocates: VOYA* among others. In addition, publishers' catalogs are regularly consulted; this is essential in order to obtain materials that fulfill subject needs but that do not get reviewed in the selection journals. The purchase of specialized formats (i.e. children's software, children's audio) may also require that staff rely on format-specific catalogs, websites, and periodicals. Other selection considerations are:

- Patron request;
- Heightened local interest in a particular author, genre or subject area;
- Strengths and weaknesses of the existing collection;
- Replacement of worn or damaged titles;
- Staff recommendations;
- Bestseller and awards lists;
- Reviews in local and regional newspapers;
- Published works by local authors/illustrators/musicians.

**Juvenile & Young Adult Specific Collections***Juvenile Reference Collection*

This collection includes general encyclopedias as well as other research materials. The increased use of the Internet as a primary research tool among students has resulted in a smaller but higher-quality reference book collection. The Reference Collection is updated regularly as new material becomes available that is deemed relevant to the collection. The weeding cycle takes place every year.

The Young Adult section does not have a separate reference collection. Teens are directed to adult reference section.

**COLLECTION DEVELOPMENT POLICY****Nonfiction Circulating Collection**

The nonfiction print collection of the Mahopac Public Library is classified according to the Dewey Decimal System and uses Library of Congress Subject Headings. Once an individual title is no longer popular the Library should not retain more than one copy of a specific title. With a few exceptions, the Library retains only the current edition of a title. Weeding cycle occurs every three years.

For more detail on selection criteria, collection levels, and collection priorities of individual subsections of the Juvenile and Young Adult Circulating Collection please see [Appendix B](#).

**Audio-Visual General Policy**

The goal of the Audio-Visual section is to provide the patrons with material that both reflects their interests and serves their needs in the most usable medium. The Mahopac Public Library currently provides the following materials:

*DVDs:*

The collection consists of standard feature films and television shows, as well as instructional or nonfiction section DVDs.

## Criteria for selection:

- Popular movies/TV shows with medium to strong box-office numbers or viewership
- Highly praised movies/TV shows in periodical reviews
- Award winning movies/TV shows
- Public and staff suggestions
- For nonfiction items: Any how-to videos on trending subjects in the nonfiction section (i.e. cooking, biographies, home repair)

*CDs:*

The music section of the Library is all in CD format. The music section is broken down into five categories: Popular, Classical, Jazz, Show/Film, and World.

## Criteria for selection:

- Midwest Tape CD Buyers Guide
- Gramophone online
- Highly praised albums in periodical reviews
- Award winning albums
- Public and staff suggestions
- Material created by local actors/artists/performers

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### *Audiobooks:*

The 'Talking Books' section of the Library consists of audiobooks on CD. The Mahopac Public Library has expanded its collection into the digital realm with e-audiobooks and e-readers. These are addressed in the 'New Technologies & Formats' section below.

#### Criteria for selection:

- Books in high-demand in both fiction and nonfiction
- Highly praised books in periodical reviews
- Classic works (i.e. *Moby Dick*, *Of Mice and Men*)
- Public and staff suggestions

### **Language Kits:**

The Mahopac Public Library strives to provide aid in all aspects of learning. We currently circulate beginner, intermediate, and advanced courses. The languages represented include: Chinese, English, French, German, Italian, Japanese, Russian, and Spanish.

#### Criteria for selection:

- Languages geared toward the town/county demographic
- CD format with guide/phrase book
- Public and staff suggestions

### **New Technologies & Formats:**

The Mahopac Public Library has been in the process of introducing new media to its patrons. Currently, we provide circulating e-readers and iPads. Librarians are on hand to aid patrons with the learning process if necessary. We have also subscribed to several online resources that provide downloadable audiobooks, e-books, magazines, music, and video to registered patrons. Currently there is no criteria for selection as the collection level and selection criteria may fluctuate due to title availability through subscription services.

### **Copyright**

United States copyright law (Title 17 of United States Code) oversees the reproduction of copyrighted materials. Libraries are allowed, under certain conditions, to provide photocopies and other reproductions of works under copyright. One of the conditions is that the photocopied material is used for individual study or research. If a library user makes photocopies in violation of US copyright laws, that user may be prosecuted for copyright infringement.

[See Mahopac Public Library Copyright Policy](#) (currently being drafted)

**COLLECTION DEVELOPMENT POLICY****Intellectual Freedom, the ALA Library Bill of Rights, the ALA Freedom to Read and ALA Freedom to View**

The Mahopac Public Library provides unrestricted access to all materials kept on its open shelves. Items kept on open shelves are not identified in any way to suggest judgement or bias regarding their content. Prejudices or opinions of an individual or group may not prevent an item's use by others. The fact that the Library has an item in its collection does not mean the Library endorses its content.

Children have two sections in the Library reserved for their use: the children's area and the young adult area. However, children have free access to all items on the Library's open shelves. Responsibility for what a child reads and brings home rests with the child's parent or guardian.

Inherent in free access is the belief that Libraries are mediums for the free exchange of information and ideas.

The Mahopac Public Library follows the principals of intellectual freedom. The following four documents are endorsed by the Mahopac Public Library and the American Library Association:

- Intellectual Freedom  
<http://www.ala.org/ala/issuesadvocacy/intfreedom/index.cfm>
- ALA Bill of Rights  
<http://www.ala.org/ala/issuesadvocacy/intfreedom/librarybill/index.cfm>
- ALA Freedom to Read  
<http://www.ala.org/ala/aboutala/offices/oif/statementspols/ftrstatement/freedomreadstatement.cfm>
- ALA Freedom to View  
<http://www.ala.org/ala/mgrps/rts/vrt/professionalresources/vrtresources/freedomtoview.cfm>

**Challenged Material**

The Mahopac Public Library appreciates the opinions of its patrons regarding items found in its collection. It is acknowledged that not all patrons will approve of all of the material found in the Library and that certain material may be offensive to some. The staff at Mahopac Public Library selects material based on selection guidelines outlined in the Collection Development Policy. Patrons who wish to request the removal of an item may do so by filling out a "Request for Reconsideration" form. For a challenge to be considered, (1) the complainant must be properly identified on the form; (2) the complainant must be a resident of the Library's chartered jurisdiction and hold a valid borrower's card; and (3) the form must be completed in full.

After the form is completed and returned, the Library Director will present the request to the Board of Trustees. No action shall be taken before the challenge is brought before the board. Challenged material shall not be removed until a final decision is made by the board. All requests will be considered unless the item in question has been the subject of a challenge within the previous two years and deemed suitable to remain on the shelves.

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The Library will not consider the removal of an item on the grounds of obscenity or for any reason covered by law unless a court of competent jurisdiction has ruled against it.

The board will consider the challenge at the meeting of the board following the receipt of the form. The board will read and examine the challenged material, consider the specific objections voiced by the complainant, weigh the merits of the material as a whole in itself and in relation to the collection, and may solicit opinion from other library directors and boards, The Mid-Hudson Library System, the American Library Association Office of Intellectual Freedom, and the New York State Intellectual Freedom Committee. The board will issue a written report containing its decision and recommended action within ninety (90) days of the receipt of the challenge. A "Request for Reconsideration" form may be downloaded from the Library's website or requested from the Information Desk. It can also be found in [Appendix C](#).

### Gifts/Donations

The Mahopac Public Library appreciates all support received from the public. Whether it is in the form of book donations or memorial funds, any contribution matters. Items donated to the Library are evaluated by the staff and either added to the collection, saved for a book sale, or recycled because of condition or relevancy. We do not accept donations of items that fall out of the scope of our collection (see general statement on limitations of collection). We also accept private funds in memoriam of individuals.

See Mahopac Public Library's Gifts Policy

### Weeding

There are a number of steps that go into the process of discarding items in the Library. On an ongoing basis, qualified librarians will browse the stacks and evaluate items based on the following criteria:

Condition: Books in need of repair are identified and mended. Books beyond repair are withdrawn and will be replaced or removed from circulation. In the case of vendor-purchased audiobooks, specific discs may be replaced at a lower cost rather than replacing the entire audiobook.

Circulation: Items deemed expendable are first scanned into the system to check its circulation numbers. If an item has not been used in over three years, it may be withdrawn. Final decision about withdrawal is up to the discretion of the librarian.

Relevancy: Items with outdated or inaccurate information are removed. All other items are reviewed by a qualified librarian who is aware of the public interest and can evaluate the relevancy of the item at hand. Items deemed irrelevant are flagged for removal.

**COLLECTION DEVELOPMENT POLICY****Electronic Resources**

The Mahopac Public Library's database provides the public with an online catalog. Searching and hold placement are available through this catalog. The Library also provides patrons with catalog terminals at which they can search within the Library.

**Budget**

The budget and any special grant monies for which the Library qualifies dictates purchases for each collection area. The Library Director determines the amount of funds allocated to each subject area. These allocations are based on collection levels deemed necessary to maintain a balanced, relevant collection that meets community needs. Non-designated monetary gift donations may be used to supplement funds in areas where development is critically needed.

**Policies Consulted**

The Mahopac Public Library Collection Development Policy draws on the policies of the following institutions:

Bronxville Public Library. (2008). Collection Development Policy. Retrieved from:

<http://www.villageofbronxville.com/PDFs/Collection%20Development%20Policy.pdf>

Campbell County Public Library System. (2000). Collection Development Policy. Retrieved from:

<http://ccpls.org/coldev/index.html>

Glen Ellyn Public Library. (2010), Collection Development Policy. Retrieved from:

[http://www.gepl.org/collection\\_development\\_policy](http://www.gepl.org/collection_development_policy)

Memorial Hall Library. (2009). Collection Development Manual. Retrieved from: <http://www.mhl.org/>

North Valley Public Library (2006). Collection Management Policy. Retrieved from:

<http://northvalleylibrary.org/CollectionManagementPolicy.pdf>

Somers Library. (1999). Collection Development Policy. Retrieved from:

<http://www.somerslibrary.org/COLLECTION%20DEVELOPMENT%20POLICY.doc>

## **APPENDIX A**

### **Nonfiction Selection Criteria and Priorities Broken Down By Subsection**

#### **Reference**

This is a non-circulating collection of materials including but not limited to: encyclopedias, dictionaries, compendia, bibliographies, handbooks, atlases, directories, etc. This collection is designed to provide current factual information in all subject fields. Material is evaluated for accuracy, the quality of its indexes and its ease of use, its reliability, its scope, and its novelty to the collection. Whenever possible, every effort is made to minimize the duplication of information.

#### **000-099 General Knowledge**

The Library provides works of general interest on the history of computers and automation, programming and computer operations, systems, methods, and the like. Manuals on specific programs, processing or programming languages are limited to those of an introductory/beginner-level nature.

Items of popular interest on journalism, notable journalists and/or publishing are included.

A small collection regarding new developments in library science theory or practice is maintained for professional development of library staff and available for use by interested members of the community.

#### **100-199 Philosophy, Psychology and Related Disciplines**

Popular demand plays a key role in selection for this section. The majority of this area is comprised of popular self-help items or information on paranormal subjects that are of interest to the community. The remainder consists of introductory works and broad-based, basic overviews of major philosophical and psychological disciplines and material on child development.

#### **200-299 Religion**

The Library collects popular secular texts dealing with religious doctrine, worship, spirituality, and theology. A small number of sacred texts are also collected. Our selection priorities in this section are to meet the growing demand for nontheistic, spiritual works and to develop an inclusive collection that embodies all currently practiced major religions of the world.

#### **300-399 Social Sciences**

The Library provides popular works dealing with current social issues, societal problems, politics, economics, and commerce. Works that help the layperson understand common legal issues such as wills, estates, taxes, and the like are also included. This section includes books for the general reader on emerging trends in education, assisting children to succeed in school, and coping with learning disabilities and special needs. The Library does not collect:

- Works intended for professionals or experts in a field

General information books on fashion, customs, folklore and etiquette are also collected. Emphasis is on popular appeal and material suitable for use for student reports.

#### **400-499 Language**

Works of popular interest on the history and origin of language, words and phrases are collected. Guides to grammar, composition, and language usage are provided with an emphasis on English and ESL. Any inclusion of materials in languages other than English is based on local demand.

**500-599 Science**

All scientific areas, from mathematics to zoology, are represented in this collection. Priority is given to selecting material that supports the educational needs of adults of various levels and abilities. Emphasis is on providing current material suitable for use in GED and continuing education. Textbooks are not collected. Basic study guides in math, physics, chemistry, earth science, and biology are collected. Study guides in other science fields will be considered if demand warrants. Works by current popular authors are also provided for recreational readers interested in these matters.

**600-699 Technology**

This is a large collection area encompassing a wide range of subclasses. This section includes material on topics such as: consumer health, household repairs, gardening, cooking, pets, retirement, childrearing, career development, and woodworking.

Due to high circulation, durability of material is an important consideration when selecting materials for this area. Items are reviewed often to detect need for repair or replacement.

Obsolescence is another concern for this area. Emphasis is placed on currency and accuracy of information. Outdated material is weeded on a regular basis.

General works covering a wide range of topics are preferred, although primary works addressing specific areas will be considered if they are highly relevant to community needs and interests. The collection is restricted to basic, introductory books for most topics; however, the gardening and cookbook collections are representative of a wide range of skill levels.

**700-799 Arts & Recreation**

This is a large area encompassing a wide range of subjects. This section includes popular items on fine and decorative arts, crafting, party planning, photography, theater, television music, film, comics<sup>1</sup>, games, and sports. The collection consists predominantly of popular items rather than materials of established intellectual merit. Instructional guides geared toward the nonprofessional are included. Major sports are emphasized.

**800-899 Literature**

This nonfiction area consists of material written about literature and the process of composing written works. Basic style guides and manuals to assist both the aspiring and published author are included. Also collected are anthologies and collections - both prose and poetry - that are representative of popular authors or genres.

A small collection of foreign-language literature in translation is available. These are foreign works considered definitive examples of their genres. New items showing promise of lasting significance will be considered and added if demand is high and funds allow.

**900-999 History**

Popular general works are collected. Basic and introductory works primarily in U.S. and Western European history are also included.

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<sup>1</sup> This does not include graphic novels. Graphic novels are part of our fiction collection.

Local history and genealogy items are collected and housed in the Local History room. For more on this special collection, please see the [Local History/Genealogy](#) section under the Special Collections heading in this document.

To stay current with the community's interests and to ensure that up-to-date information is provided, travel guides are collected on a recreational level.

**Biography**

Biographies, autobiographies, memoirs, diaries, and letters are collected. Though the collection includes high-quality works about people of all walks of life, most of the collection consists of works about popular cultural figures, persons of historical, local, or national significance. Popular interest plays a key role in selecting for this section. However, well written, authoritative works on key figures covered are also included.

## APPENDIX B

### Juvenile and Young Adult Circulating Collection Broken Down By Subsection

#### **000 – Generalities**

Common subjects include computers, world records, unidentified flying objects, and ancient mysteries.

#### **100 - Philosophy and Psychology**

Common subjects include the Salem witch trials, optical illusions, feelings, character education, and self-esteem.

#### **200 – Religion**

Common subjects include a general overview of each of the major world religions, as well as world mythologies.

#### **300 - Social Sciences**

Common subjects include family issues, social issues, environmental issues, government, military, holidays, and folktales and fairy tales from around the world.

#### **400 – Language**

Common subjects include English grammar and usage guides, sign language, dictionaries, and foreign-language instruction.

#### **500 – Science**

Common subjects include science experiments, pure and natural sciences, dinosaurs, mathematics, and animals. Youth Services strives to supply a broad range of reading levels on popular subjects, such as dinosaurs and animals.

#### **600 - Applied Science and Technology**

Common subjects include human body, machinery, space flight, farming, pets, cookery, and architecture.

#### **700 – Arts**

Common subjects include art, crafts, performing arts, riddles, games, and sports.

#### **800 – Literature**

Common subjects include poetry, children’s literature collections, and plays.

#### **900 – History, Geography, and Biography**

Common subjects include pirates, explorers, atlases, collective and individual biographies, countries, ancient civilizations, history, and Native Americans.

#### **Picture Books**

Juvenile picture books include fiction and concept books usually intended for an adult to read to a child from infancy to age 7. Given the young audience, hardcover bindings are preferred for their durability. Weeding cycle is every 3 years.

**Board Books**

Juvenile board books are concept books printed on sturdy cardboard pages that are designed to be handled by infants and toddlers. These books receive rough treatment so this collection is weeded biennially.

**Early Readers**

Juvenile early reader books are written for emergent readers in the kindergarten through 3<sup>rd</sup>-grade range. Hardcover bindings are preferred, although current, popular material will be considered for purchase regardless of the binding. Titles that have not circulated in 1 year are considered for weeding. Weeding cycle is every 3 years.

**Fiction**

The audience for Juvenile fiction is typically third- through eighth-graders, which comprises a wide range of reading levels and content. Books that feature a main character who is 13 or older, or that contain mature themes, are given a "YA" spine label and shelved in the young adult section. Popular genres included in this collection are: adventure, mystery, historical fiction, romance/relationships, humorous fiction, fantasy, science fiction, and horror. There are also a great many popular fiction series written for the J and YA reader, and every effort is made to keep current with those that have a high readership. Titles that have not circulated in 1 year are considered for weeding. Weeding cycle is every 3 years. \*YA – Graphic novels and manga are extremely popular with this age group, so this collection is significantly larger than that in the juvenile area.

**Juvenile and Young Adult Magazines**

The Library subscribes to a small collection of children's and young adult magazines that includes both educational and popular titles across a range of subject areas.

**Juvenile Music**

Popular children's music is available on CD. Local entertainers are supported whenever possible, and patron suggestions are encouraged. Special attention is paid to acquiring award winning CDs.

\*YA – No separate music collection. Teens are directed to adult music section.

**The Juvenile and Young Adult Audiobook Collection**

This growing collection consists of children's literature classics as well as newer titles that have received positive reviews. The primary format is standard audio CDs. Only unabridged editions are purchased for this collection.

**Juvenile DVDs**

DVDs are purchased based on critical reviews, popular demand, and staff recommendations. Examples of what is included in the collection are: award-winning feature films, animated classics, cartoon collections, educational television programs, and high-interest nonfiction titles.

\*YA – Anime/Graphic Novel DVD collection.

Policy adopted: November 16, 2016

**Mahopac Public Library**  
Request for Reconsideration of Library Materials

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Mahopac Library Card Number: \_\_\_\_\_

Are you making this challenge as an individual?  *check here if yes*

Or as the representative of an organization?  *check here if yes*

If you are speaking on behalf of an organization, give the name and address of the organization

\_\_\_\_\_

Type of item you are challenging (fill out a separate form for each item challenged):

Book       DVD       Audio       Magazine/Newspaper       Other

Author: \_\_\_\_\_

Title: \_\_\_\_\_

Publisher/Distributor/Producer: \_\_\_\_\_

Date of Publication: \_\_\_\_\_

What brought this to your attention?

Is your objection to this item based on your own exposure and reaction to it, upon complaints about it made directly to you by others, or upon reports you have heard about?

Do you know what the literary critics & reviewers think of this item?  Yes  No

Have you read, viewed, or listened to the entire item?  Yes  No

If no, what portions have you read, viewed, or listened to? (List portions by page number, time into recording, or other identification).

To what specific aspects of the item do you object? Cite specific pages, passages, or scenes. (Use back of page or additional pages if necessary).

Can you suggest any materials to provide additional information or viewpoints on this topic?

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date