



56 Atlantic Avenue, Oceanside, NY 11572  
(516) 766-2360  
[www.oceansidelibrary.com](http://www.oceansidelibrary.com)

Christina Marra, Director

---

## **MATERIAL SELECTION AND COLLECTION DEVELOPMENT POLICY**

### **PHILOSOPHY OF LIBRARY OPERATION**

We believe that humanity's greatest asset is the ability to communicate observations, experiences, hopes, meditations, fears, joys and sorrows across barriers of time and space through the written word and other forms of expression.

We believe the role of a public library in a free society is to hold open a window through which people may freely view the whole panorama of human thought and experience in literature, science, the arts, philosophy, religion, history and politics, and in every field in which humanity's thoughts have been recorded.

We oppose any attempt to shape our collection of library materials by any standards of literary, political, religious, artistic or social orthodoxy which we believe would impair the fulfillment of this duty.

We believe that in adhering to these views we maintain the highest traditions of library service as exemplified by the Library Bill of Rights, (Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.). Statement on Labeling (Adopted July 13, 1951. Amended June 25, 1971; July 1, 1981; June 26, 1990, by the ALA Council.), the Freedom to Read Statement (Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee, amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.) and the Freedom to View Statement (Adopted January 10, 1990 by the ALA Council).

We delegate authority to the Library Director to act on behalf of the trustees in selecting books and other library materials in accordance with this policy.

## **LIBRARY MISSION**

The mission of the Oceanside Library is to be the leader in our community for literature, lifelong learning, culture, discerning entertainment and information and to serve as our community's hub.

## **AUTHORITY AND RESPONSIBILITY FOR THE MAINTENANCE OF LIBRARY COLLECTIONS**

The Board of Trustees hires a professional Library Director who is responsible for the selection of library materials. The Library Director may authorize other professional staff to execute this policy in developing the Library collection.

## **CRITERIA FOR SELECTION**

Judgments of professionally trained staff members, qualified reviewers, and experts in specific subject areas provide a balance of opinion as the basis for selection. Criteria include:

- Accuracy
- Authority and competence in presentation
- Availability of information elsewhere
- Contemporary significance
- Comprehensiveness in breadth and scope
- Format
- Historical significance
- Interest to community
- Originality/Uniqueness of subject or approach
- Permanent Value
- Popular demand
- Price
- Quality in content and format
- Recentness of data
- Recommendations from the community

- Relation to existing collection
- Reputation of authors, publishers, or producers
- Scarcity of information in subject area

## **WITHDRAWAL OF MATERIALS**

Materials are regularly discarded from the Library's collection. Factors considered for removal are physical condition, space limitations, circulation, usefulness, age, accuracy, uniqueness of material and availability elsewhere. Withdrawn materials in good condition may be made available for sale in the Library.

## **POLICY ON CONTROVERSIAL MATERIALS AND USE OF LIBRARY MATERIAL**

The Library recognizes that some materials are controversial and that any given item may offend an individual library user. Selections will be made solely on the merits of the works in relation to building of the collection, as stated in the aforementioned criteria, and to serving the Oceanside community, not on the basis of anticipated approval or disapproval. Acquisition or use of any item does not imply the Library's endorsement of its contents.

Library materials will not be marked or identified to show approval or disapproval of the contents, and no item will be segregated to protect the Library user from its content.

The use of materials may be controlled to the extent required to preserve them, but no further.

Responsibility for the use of Library materials by children will rest with their parents or legal guardians.

## **RECONSIDERATION OF LIBRARY MATERIALS**

Recognizing that there may be some requests for reconsideration of materials, the following procedures have been developed to assure that requests to add or withdraw items are handled in an attentive and consistent manner.

Guidelines:

- a. Refer the patron to the LIC of ordering the collection in question. If a discussion with the librarian does not resolve the concern, the complainant is asked to complete a Request for Reconsideration of Library Materials form.
- b. The request form will be referred to a committee appointed by the Library Director.
- c. The committee will reconsider the item in question using the Materials Selection Policy and reviews from standard collection development sources.

d. The Library Director will write to the patron regarding the committee's recommended action. Comments of individual committee members are to be held confidential by all concerned.

e. If the patron desires further action, he/she/they may appeal in writing to the Board of Trustees of the Library.

f. Once an item has been reconsidered, it cannot be reconsidered again for at least 5 (five) years.

BOARD APPROVED OCTOBER 29, 2024



30 Davison Avenue, Oceanside, NY 11572  
(516) 766-2360  
[www.oceansidelibrary.com](http://www.oceansidelibrary.com)

Christina Marra, Director

---

### FORM FOR RECONSIDERATION OF LIBRARY MATERIAL

To be completed by Oceanside Library patrons only.

Request to Withdraw/Add

Format:

Title:

Author/Presenter:

Is your request to withdraw/add this material based upon personal exposure to it, upon reports you have heard, or both?

Have you read/listened to/seen the entire work?

Have you read any reviews of this work?

What specific objections do you have concerning this work?

What actions would you like the Library staff to take in this matter?

Name of person making request:

Library Card#

Address

Telephone

Today's date

The above form must be filled out completely for the reconsideration process to move forward.

The Library routinely responds to patrons' requests to add materials. However, if a patron requests material that had originally been considered and rejected for purchase, or if a patron challenges the Library's decision not to purchase a specific item, this would fall into the RECONSIDERATION OF LIBRARY MATERIALS category.

BOARD APPROVED OCTOBER 29, 2024