

GENERAL POLICIES

Part I – Materials Selection

1. Book Selection

The book collection will be kept timely, useful and attractive through the continual addition of new books and the removal of books which are out of date, badly worn, or no longer circulating. Adult fiction and non-fiction books will be chosen for values of interest and information for all members of the community. The library will attempt to provide materials that provide ethical representations of conflicting or controversial issues. The children's collection will contain pleasurable fiction materials for young readers of all ages as well as non-fiction books to provide them with information about the world around them. The library will purchase hardcover and paperback books for both the adult and children's collection. Interlibrary loan will be used to supplement the library's collection.

- A. The greatest attention is paid to the interests of current, active patrons; nevertheless, the needs of potential users and/or future users will also be recognized and addressed as the budget permits
- B. The Library collects materials that fulfill the Library's mission, as set forth in the Library's mission statement.
- C. The Library primarily collects in the following areas (both print and non-print materials):
 - a. current, popular fiction and non-fiction for adults;
 - b. literary classics;
 - c. children's materials, for pre-school through elementary school users; and that assist in readying pre-schoolers for school;
 - d. junior and young adult materials, particularly those that support the needs of junior high and high school students in completing school research assignments.
 - e. a core of general reference materials that support the general information needs of patrons, particularly the research needs of junior and high school students in completing school assignments;
 - f. materials that support patrons' hobbies and recreational interests;
 - g. materials of local or regional interests, and items by local authors.
- D. Selection Guidelines/Criteria: In prioritizing acquisitions of library materials, the Library considers the following standards when selecting materials for the collection:
 - a. Appropriateness:
 - i. --Does it support the mission of the Library?
 - ii. --Does it appear to address the Library's constituency?
 - b. Quality:
 - i. --Is the literary quality good?
 - ii. --Is the physical object of sufficient quality to withstand public library use?
 - iii. -Is it comprehensible?
 - c. Viewpoint:

- i. --Does the Library try to maintain a balance of viewpoints in its collection?
- d. Currency:
 - i. --Is the treatment of the subject up to date?
- e. Age appropriateness:
 - i. --Are the subject matter and target audience compatible?
- f. Physical appeal:
 - i. --Is it well illustrated?
 - ii. --Is it well produced?
- g. Cost:
 - i. --Is the cost warranted?

2. Audio book Selection:

The audio book collection will include a variety of materials for adults and children. Selection will be based on interest, information and quality. The books on CD collection is intended to supplement the book collection and provide the audio book format to those patrons who prefer it.

3. Video Collection:

The video collection will include Classic films, fictional entertainment, musicals and quality children's videos. Documentaries and informational videos on varied topics will also be considered for selection. The video collection is intended to be a diverse collection to meet the informational and recreational needs of patrons of all ages.

4. Periodicals Selection:

The library will maintain a small selection of periodicals based on the interests and needs of the patrons. An attempt will be made to select periodicals to cover varied interests and age levels. Since the primary use of the library's periodicals is for browsing rather than research, issues other than the most current one are available for circulation. As the interests and needs of the patrons change, the periodicals selection will change as well.

5. Gifts and Memorials:

The Library will accept gifts under the following conditions:

- A. Gift material will be judged by the same material selection standards that apply to purchased materials.
- B. No gift material will be accepted for which the donor places restrictions or special conditions.
- C. Memorial gifts or money will be accepted for purchase of materials. Funds will be subject to the material selection standards of this policy.
- D. Gift materials will be accepted with the understanding that this Library reserves the right to utilize them in accordance with this selection policy. Gift materials may be added to the collections, sold, given to other libraries, or discarded at the discretion of the Director after a reasonable length of time.
- E. Gifts will be formally acknowledged, if the donor wishes. This Library will not estimate the value of gift donations for income tax considerations. The responsibility

for this process lies with the donor. (See attached form titled Guidelines for Book Values, which may be reproduced for our patrons.).

- F. Gifts of money, real property, and/or stock will be accepted if conditions attached thereto are acceptable to the Board of Trustees and are in accordance with all pertinent laws.
- G. Personal property, art objects, portraits, antiques, and other museum objects will not be accepted or will be accepted only on the condition that they may be sold, given away, or discarded at the discretion of the Trustees and the Library Director.
- H. Gift materials will be acknowledged with a bookplate, plaque or label, as appropriate.
- I. Money donated for memorial materials will be used in one or more of the following ways:
 - a. Memorial donations may be used to purchase specific items recommended by the donor and approved by the Trustees.
 - b. Memorial donations may be used to purchase items in specific areas, selected by the Trustees to reflect the interests of the honoree.
 - c. Memorial donations may be deposited into the Library's banking account and used in a way deemed appropriate by the Trustees.
- J. Whenever possible, memorials will be acknowledged with a bookplate, plaque, or label, as appropriate.

Dr. Sandor and Berthe Benedek Memorial Library
P.O. Box 475
7 McCoy St.
Savona, New York 14879

Date _____

GUIDELINES FOR BOOK VALUES

It is suggested that you might want to use the following guidelines in claiming deductions to the IRS:

- *New books (less than six months old) may be claimed at list price.
- *Bestsellers, no more than two or three olds, may be claimed at half price.
- *Older hardcover books might be claimed at \$1.00 each.
- * Multi media materials might be claimed at no more than \$1.00 each.

A receipt for donated materials is listed below. While you may declare a reasonable value for your gift, the Library does not make appraisals.

RECEIPT FOR DONATED MATERIALS

The Savona Free Library gratefully acknowledges the gift of the following materials from _____.

_____ Books _____ magazines
_____ Paperbacks _____ other

Library Director Date