

APALACHIN LIBRARY ASSOCIATION COLLECTION DEVELOPMENT POLICY 2020

1. Purpose

The purpose of the collection development policy is to provide guidelines for day-to-day purchase and withdrawal decisions and long and short range planning of the collection needs of the Library and to help our patrons understand why certain materials are added to the collection and others are not.

2. General Policies

The purpose of the collection is to meet the objectives of public library service and the service roles of the Library as defined by the Library in the Mission Statement. The following basic policies shall guide the selection of library materials:

- A. Books and materials should be provided for the interest, information, and enlightenment of all people in the community. Materials should not be excluded because of the race, religion, nationality, background or political or social views of the author.
- B. The Library should provide materials presenting all points of view of current and historical issues.
- C. The Library believes that reading is an individual, private matter and while one is free to select or reject for self, one cannot exercise the right of censorship to restrict the freedom to read of others.
- D. The Library believes that parents have the primary responsibility to guide and direct the reading of their own minor child. The Library staff must not be expected to act *in loco parentis*. Parents who wish to limit their children's reading materials should accompany the children to the library to supervise the borrowing process and not rely on the library staff for such supervision.
- E. The Library upholds and supports the Library Bill of Rights and the Freedom to Read Statement adopted by the American Library Association. These two documents are the basis for the selection and lending policies of the library. See Appendixes A and B.
- F. The Library supports the confidentiality of library borrowing records.

3. Responsibility

The responsibility for materials selection lies with the Library Director who operates within the guidelines established by the Library Board in the collection development policy. Library materials, so selected, shall be held to be selected by the Library Board. The Library Director will be responsive to suggestions from volunteers, staff, the Board of Directors, and the public when making selection decisions.

4. Scope and Limit of the Collection

- A. The Library also uses the interlibrary loan services of the Finger Lakes Library System when information needs cannot be met through the floating collections.

B. As funds allow, the Library will purchase:

1. Adult fiction and non-fiction works
2. Juvenile fiction, non-fiction, picture books and multi media
3. Adult and juvenile reference materials
4. Books on CD
5. DVDs
6. Periodicals

5. Selection of Materials

The Library will select fiction and non-fiction works of a wide-ranging interest to the general public at a popular or recreational reading level as opposed to specialized works. Each title is judged individually according to its intrinsic merit, current reader interest, and permanence of value, diversity of viewpoint, the subject treated, and the need for the book in the collection. Each title is judged as a whole, rather than on isolated passages. In order to build a collection of merit, materials will be considered according to objective guidelines.

A. General criteria for evaluating library materials:

1. reputation and authority of author, illustrator, or publisher
2. readability and appeal for the intended audience
3. relation to existing collection and other materials on the subject
4. present and potential relevance to community needs and interests
5. attention of critics, reviewers, and public and or prizes, awards, honors received
6. price

B. Specific criteria for evaluating non-fiction works:

1. authority and qualifications of the author
2. comprehensiveness and depth of treatment
3. objectivity and integrity
4. clarity, accuracy, logic of presentation, currency of information
5. contribution to subject balance of the entire collection
6. popular demand
7. price

C. Specific criteria for evaluating works of fiction

1. readability and ability to sustain interest
2. representation of important movement, genre, trend or national culture

3. originality and plausibility of plot
4. artistic expression and presentation
5. reader demand and popularity of author
6. effective characterization
7. general literary acceptance

6. Selection Criteria- Juvenile Works

- A. The Juvenile collection is selected for children of all ages and abilities with an emphasis placed upon books which stimulate imagination, mental growth, and the development of taste for good literature.
- B. As funds allow, materials may be chosen which supplement or support the school curriculum. Textbooks are not purchased.
- C. Additional specific criteria include:
 1. quality of writing and content
 2. physical format- type, quality of illustrations, quality of binding

7. Selection Tools

- A. Professional review sources provided by FLLS and others available to residents in our service area. These include but are not limited to: *Library Journal*, *School Library Journal*, *Booklist*, *Kirkus Reviews*, *Publisher Weekly*.
- B. Expertise provided by FLLS professional staff.
- C. Suggestions from Library users, volunteers or Board members.
- D. Coverage in local bookstores and newspapers.
- E. Individual subject expertise of staff or community members

8. Gift Policy

The Library will accept gifts under the following conditions:

- A. Gift materials will be judged by the same material selection standards that apply to purchased materials.
- B. No gift materials will be accepted for which the donor places restrictions or special conditions.
- C. Memorial gifts of 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 the 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.
- E. Gift items will be formally acknowledged, if the donor wishes. The Library will not estimate the value of gift donations for income tax considerations. The responsibility for this process lies with the donor.
- F. Gift 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 Board of Trustees and the Library Director.

9. Withdrawal of Materials

The criteria for the withdrawal of materials are the same as for inclusion. Materials containing outdated information are discarded while those materials of a long-term or permanent value are retained.

10. Reconsideration of Library Materials

Whenever a patron objects to the presence or absence of library materials, they will be asked to put their request in writing by completing and signing the form entitled "Request for Reconsideration of Library Material." The Library Director in consultation with appropriate staff of Board members will review the request in light of the criteria delineated in this policy. A letter will be sent to the person or organization making the request at the earliest possible date. The Director will inform the Board of all requests for reconsideration of library materials and their disposition. See attached Appendix C.

11. Policy Review

These guidelines will be reviewed every other year so that needs of the community can be met.

Revised and adopted: March 3, 1997; Revised September 2009; Updated April 19, 2010; updated 10-18-18