

## **Collections Development Policy**

The purpose of the Collections Development Policy is to support individual's fulfilling needs for recreational, cultural, and educational materials while providing access to materials for members of Coordinated Outreach Populations. The Watkins Glen Public Library provides current, popular materials to serve the recreational and informational needs of patrons of all ages. The Library subscribes to the American Library Association's *Bill of Rights*.

### **Objectives:**

- A. To publicize the Library as providing free and accessible resources for educational and recreational reading, viewing and listening needs;
- B. To support the sharing of resources by providing residents with access to titles which are important but in low demand locally through the use of the STARCat (Southern Tier Automated Regional Catalog) system for ordering materials;
- C. To provide outreach populations in adult care, child care, and other area facilities with browsing and hold access to public library materials;
- D. To incorporate the social (aging, cultural diversity, etc) and technological changes which continue to revolutionize library services.

### **Material Selection Process**

Materials are chosen in many forms. In selecting sources for materials, the Library is mindful of using taxpayer funds appropriately, cultivating relationships with vendors that offer system-wide discounts and purchasing opportunities. Materials are selected by the Director with assistance from staff, as needed.

This does not preclude others from making recommendations for purchase based upon their reading, viewing or listening interests and knowledge using reputable, professionally prepared review literature for regular and systematic selection and purchase of new library materials.

An important supplement to these resources is the individual request from facility staff and patrons. Individual requests may be purchased if they meet the objective criteria for the selection of materials. Reviews of proposed acquisitions will be sought in the literature of reputable professional organizations and other reviewing resources recognized for their objectivity and wide experience.

### **Objective Criteria for Selecting Materials**

- A. Appropriateness
  - Does it support the Library's mission?
  - Does it address the Library's constituency?
- B. Content
  - Is the literary and/or visual quality good?
  - Is the work comprehensible?

- Is the author credible, important?
- Is the work accurate?
- Does the work avoid or clearly state its bias?
- Does the work include offensive or inappropriate stereotypes?
- Are the subject matter and the target audience compatible?
- What is the publisher's reputation?

#### C. Format

- Is the physical format of sufficient quality to withstand public library use and transport through the delivery?
- Is the physical format – type size, illustration, sound recording, DVD film print—legible, audible, viewable?
- Is the format appropriate for the subject, or content (e.g. is audio the best format for a picture book?)?
- Is the format easily and widely accessible?

#### D. Currency

- Is the treatment of the subject up to date?
- Is the topic contemporary or of timely social significance?
- Is the topic likely to become quickly outdated or lose its interest?

#### E. Relation to the current collection

- How many STLS member libraries own this title?
- How many titles on this topic are already owned by STLS or the member libraries?
- Will this title provide an additional or alternate viewpoint to titles on the topic already owned by STLS or member libraries?

#### F. Diversity and Inclusion

- Does this title enhance efforts to diversify the collection?
- Are many cultures represented?
- Where are there gaps in representation?
- Does this title enhance inclusivity?

#### G. Price and Availability

- Is the cost warranted?
- Is the title available now?

A selected work need not satisfy all criteria listed above to be included in the collection. A wide range of materials is selected to meet the varied demands of the Library.

### **Neutrality of System in Materials Selection**

As an institution, it is the role of the Library to collect and disseminate information and ideas. It is not the Library's role to advocate for or endorse any particular idea, opinion, or point of view. Materials are selected based on relevant criteria that supports a wide

range of competing and often conflicting ideas and opinions for consideration by patrons. The Library will not usurp the responsibility of parents, caregivers, and guardians who are more properly responsible for supervising the reading, viewing and listening habits of children.

### **Controversial Materials**

The collection should and does contain opposing views on controversial topics that will generate intense interest, vehement debate, and strongly held and conflicting opinions by many individuals in the community. Controversies exist within many fields, in fiction and non-fiction, and in print or non-print formats. Prominent social and political thinkers of divergent opinions and religious leaders of various faiths will generate controversies. It is an essential role of the public library to make these and other controversial materials freely available to individuals.

### **Sandra Franzese Black Career Center**

Materials in the Sandra Franzese Black Career Center are selected by the Director. Emphasis is on career materials for students, high school and college graduates, mid-life career changers, and adults entering the job market for the first time. Current, accessible materials on types of careers, preparation for resumes and interviews, test preparation, employment conditions in specific areas, and starting a business can be found in this collection.

### **Local History Collection**

The local history collection is intended to provide a core collection of basic materials to facilitate Schuyler County research. A more thorough resource for local history can be found at the Schuyler County Historical Society. For information regarding local racing history, patrons should utilize the International Motor Racing Research Center (IMRRC).

### **Material Gifts and Memorials**

Gifts of new or used materials are accepted if they are in good physical condition and, if, in the opinion of the Director they meet the objective criteria for the selection of materials listed in this policy. The Library reserves the right to determine the final disposition of all materials. Gift materials will not be accepted for which the donor places undue restrictions or special restrictions. Reviews may be consulted to assist in decision-making. A written acknowledgement of gift materials will be made to the donor at the donor's request.

Gifts become the property of the Library and it maintains the right to dispose of gift materials in the manner it deems suitable: to be added to the collection, or to be donated to library book sales. Memorials or honor materials will be acknowledged with a bookplate, label, or stamp, as appropriate. In the event that memorial items are weeded from the collection, library staff will make their best effort to remove bookplates and labels at the time of discard.

### **Monetary Gifts and Memorials**

Monetary gifts of any size may be given to the Library's Building Donations Fund. This money will be invested with other monies in a fund acting as an endowment for the future security of the library. An acknowledgement of the gift will be mailed to the family of the individual in whose name the gift is made at the donor's request.

Monetary gifts of any size may be given to the Library to honor or remember individuals. This money may be used in the Library's general operating budget. If a particular book is chosen, the donation should cover the cost of the book. An acknowledgement of the gift will be mailed to the family of the individual in whose name the gift is made at the donor's request.

Memorial bronze plaques on library bookcases are priced at \$1,500. Other memorials may be available at the discretion of the board upon recommendation by the Director.

### **Maintenance of the Collection**

The Library strives to balance popular demand for contemporary, relevant materials with an abiding commitment to maintaining the seminal works of its modern and classic authors. Efforts will be made to equitably purchase materials for the adult, young adult, and children's collections. The collection will be kept up-to-date, useful, and attractive through continual additions of new materials, repair of old materials when appropriate, and removal of materials no longer relevant.

The discarding of books will take place on a periodic basis when deemed advisable to do so by the Library Director through a process called weeding. As materials cross the circulation desk, an effort will be made to discard those that are worn, dated, or damaged.

### **Objective Criteria for Weeding Materials**

- A. Usage: Has the item been checked out frequently or recently?
- B. Physical condition: Can a damaged item be repaired? Should it be replaced?
- C. Duplication: Is demand sufficient for multiple copies of the item?
- D. Uniqueness: Is the item held by the Watkins Glen Public Library the only copy available in the Southern Tier Library System?
- E. Content: Is the content of the item accurate and up-to-date?
- F. Edition: Is the edition of an item superseded by a newer edition?
- G. Completeness: Is the item part of a set or series of which the library does not have a complete set?
- H. Relevancy: Has it proved relevant to the needs and interests of the library's community?

## Reconsideration of Library Materials

The Watkins Glen Public Library recognizes the importance of providing a process whereby opinions from the public regarding materials selected can be voiced. To comply with this policy, a formal written **Request for Reconsideration** must be made on the provided form (Appendix C). Upon completion of this form, members of the public may mail the form to the Library Director at 610 S Decatur Street, Watkins Glen, NY 14891, OR, return the form in person. Upon receipt of the signed form, the Director and two (2) trustees will form a Reconsideration Committee to consider the patron's request.

The Reconsideration Committee shall:

- A. Examine the material in question, the issues raised, and the circumstances involved.
- B. Make a decision to remove or retain the material in question.
- C. The Director will respond in writing to the request within two (2) weeks. Should the patron believe the decision of the Reconsideration Committee is not supported by the Library's Collections Development Policy, the patron may appeal the decision to a hearing by the Board of Trustees, by notifying the Director, who will make necessary arrangements.
- D. Following the hearing, the decision of the Board of Trustees will be final.

The Reconsideration of Library Materials form (Appendix --) can be obtained on the Library's website or by asking a staff member at the Circulation Desk.

*Revised by the Board of Trustees in September 2023.*

**Watkins Glen Public Library**  
**Request for Reconsideration of Materials**  
**Appendix ---**

The Watkins Glen Public Library Board of Trustees has established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that process. If you wish to request reconsideration of an item, completely fill out the form below and mail to the below address. Delivery may also be made in-person to a staff member at the Circulation Desk. The Director will respond in writing with two (2) weeks of receipt.

ATTN: Library Director  
Watkins Glen Public Library  
610 S Decatur Street  
Watkins Glen, NY 14891

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

First and Last Name: \_\_\_\_\_

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

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

Phone (w/Area Code): \_\_\_\_\_

Email (optional): \_\_\_\_\_

Who do you represent?       Self       An organization       Other

Name of organization or other: \_\_\_\_\_

1) What type of material are you requesting review of?

- Book                       Resource Kit                       Other \_\_\_\_\_  
 Movie/TV                       Audiobook

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

Author/Producer: \_\_\_\_\_

2) What brought this resource to your attention?

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3) Have you examined the entire resource? If not, what sections did you review?

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4) What concerns you about the resource?

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5) Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

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6) What action are you requesting the committee consider?

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