

19 Ross Street, Batavia, NY 14020  
585-343-9550 585-344-4651 (fax)

## **Collection Management Policy for Library Materials**

### **General Principles**

#### COLLECTION OBJECTIVES

The Richmond Memorial Library is chartered to serve those who live and work within the boundaries of the Batavia City School District. Its collection of library materials is selected primarily for those residents and the employees of businesses located there. The library's primary collection objective is to provide expertly selected books and library materials to aid this community in:

- the acquisition and development of print and non-print literacies
- the pursuit of education, information, gainful employment, and lifelong learning
- the free and joyful exercise of leisure
- self-government, and participation in local and global affairs
- affirming the common bonds of humanity, and nourishing the spirit within
- the advancement of humankind

As a member of the Nioga Library System, Richmond Memorial Library patrons have access to all materials within the Nioga System, plus various other sources available through technology. These additional resources allow the library to focus the collection it acquires to Batavia City School District residents and those who work within the area served by the school district.

A secondary objective is the creation and maintenance of a Local History collection of commercially published and government-issued materials. The geographic scope of this portion of the collection focuses on Genesee County. Contiguous counties and Western New York broadly will be included, but will not be given priority for collection or preservation purposes. Diaries, manuscripts, unique items, and self-published materials are not in the scope of the Local History collection. Literature published by local organizations may be included, but should not duplicate content available elsewhere in the library. Through interlibrary lending, on-site use, and remote access mediated by reference librarians, the Local History collection provides the world with access to the commercially published history of region.

#### INTELLECTUAL FREEDOM

The library will purchase and license material (including print, non-print, and electronic resources) based on the criteria presented in this policy. Inevitably, some materials may be considered

objectionable or offensive to some members of our community or beyond, but the selection of any material or electronic resource for the library's collection does not constitute an endorsement of its contents or points of view. Instead, the library's role is to provide free and equitable access to information and stories from many perspectives and on many topics and opinions. To succeed in its mission, the library must protect the freedom of all to choose their own information and the form in which it is presented. To that end, the Richmond Memorial Library affirms as part of its Collection Management Policy the following documents of the American Library Association:

- Library Bill of Rights  
(<http://www.ala.org/advocacy/intfreedom/librarybill>)
- Freedom to Read Statement  
(<http://www.ala.org/advocacy/intfreedom/freedomreadstatement>)
- Freedom to View Statement  
(<http://www.ala.org/advocacy/intfreedom/freedomviewstatement>)

## SELECTION OBJECTIVES

The library will acquire and organize a collection of materials that will:

- Enable library users to find current, reliable information and have access to ideas and works in all fields of knowledge, and in multiple formats
- Enable the library to promote programs that will stimulate and expand the reading interests of both children and adults, and to coordinate this work with that of other educational, social and cultural groups in the community
- Enable patrons to supplement formal studies and pursue self-education
- Enable library users to become more competent in their work and more enlightened as citizens
- Encourage creativity and increase the public's appreciation of the humanities and sciences
- Enable library users to have access to extensive information about Batavia and Genesee County, including history, heritage, social and economic problems, opportunities and resources

## **Selection Policy**

### SELECTION CRITERIA

Ultimate responsibility for selection of materials rests with the Library Director, who manages the library within the framework of policies determined by the Board of Trustees. Initial selection of materials is designated to professional librarian staff. Selection is a judgmental and interpretive process, involving general knowledge of the subject and its importance; familiarity with materials already available in the collection, in the system, and at the system's central library; awareness of publishing trends in general and on the subject particularly; and familiarity with the needs of the community. Items are selected for various reasons as outlined below, but all items selected should have a reasonable probability of being needed and used by the local community:

- Relevance to interests and needs of the community
- Extent of publicity, critical review, and current or anticipated demand
- Current or historical significance of the author or subject

- Local significance of the author or subject
- Relevance to the existing collection's strengths and weaknesses
- Reputation and qualifications of the author, publisher or producer, with preference generally given to titles vetted in the editing and publishing industry
- Availability of materials in the Nioga Library System or other library collections using interlibrary loan
- Suitability of format to library circulation and use; durability
- Accuracy and timeliness
- Price, within the context of the library materials budget
- Available space in the collection

## PATRON RECOMMENDATIONS

Patrons request items the library does not own. Each request is reviewed for inclusion in the collection or for loan through interlibrary loan. Librarians determine the best method for delivery of materials using the selection criteria.

## GIFTS AND DONATIONS

The library accepts gifts and donations of material in accordance with its Gift Policy.

## DESELECTION AND WITHDRAWAL

The library's collection is constantly changing. As items are added, others are reviewed for their ongoing value and sometimes withdrawn from the collection. With the exception of the Local History collection (which contains out-of-print and hard-to-replace materials), library collections are subject to regular weeding. Designated professional librarians review the collection to maintain its vitality and usefulness to the community.

The library disposes of materials that have been withdrawn according to the criteria for weeding and withdrawal outlined below. The Friends of the Library book sales serve as an instrument for the library, reselling and redistributing materials that are withdrawn from the collection or donated to the library, per the guidelines of the Gift Policy.

The following criteria are used in deselection materials for withdrawal:

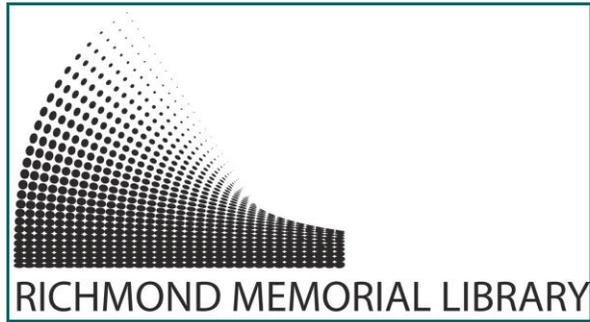
- Damage or poor condition
- Number of copies in the collection or system
- No longer relevant to the needs and interest of the community
- Current demand and frequency of use
- No anticipated demand due to forthcoming sequels, adaptations, or events
- No longer accurate or timely
- Local interest
- Availability elsewhere including other libraries and online

The library does not automatically replace missing, worn, or damaged materials, or materials lost and paid for by patrons. The need for replacement is judged by the age of the material; availability of more recent and/or comprehensive materials; public demand for the title; and cost of replacement.

### **Request for Reconsideration of Library Materials**

If a resident of the Batavia City School District wishes the library to consider the removal or reclassification of a work (e.g. to change the location of a Young Adult title to Adult), a “Request for Reconsideration of Library Materials” form may be submitted. This form should be completed in its entirety and mailed or delivered to the Library Director in order to initiate a review of the item in question. Once such a request is received:

- The Library Director will review the material in light of the Collection Management Policy and consider the resident’s request
- The Library Director will reply to the request with a decision in writing, including (if needed) instructions for appealing that decision to the Board of Trustees
- If the resident chooses to appeal the Library Director’s decision, their appeal will be presented to the Board of Trustees at the soonest possible regularly-scheduled meeting
- Sufficient copies of the material will be provided to the Board of Trustees for each member to review, either through interlibrary lending or through the purchase of additional copies if needed
- When each trustee has had sufficient time to review a copy of the material, a final decision on the resident’s request will be made, and written notice of that decision will be sent to the resident
- The final authority for the removal or retention of library materials by resident’s request resides with the Library Board of Trustees



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**Request for Reconsideration of Library Materials**

Your Name (print): \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ email: \_\_\_\_\_

Do you represent yourself? \_\_\_\_ or, Organization: \_\_\_\_\_

Resource on which you are commenting:

Book  Video  Library Display  Magazine  Audio Recording  Electronic information

Other: \_\_\_\_\_

Title, Author, and other identifying elements of material: \_\_\_\_\_

1. What are your concerns? Please be specific; (book: cite page #s or audio disc #)  
(magazine/newspaper: issue and page #s) (music: specific lyrics) (film/TV series: scene or action)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Have you read/listened to/viewed the entire item? (circle) YES or NO

If you have not read/listened to/viewed the entire item, what part have you read/listened to/viewed?

\_\_\_\_\_

3. What do you think may be the result or consequence of reading, listening to, or viewing this item?

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4. Would this material be better suited for a different age level? \_\_\_\_\_

5. In place of the item to which you object, what materials would you recommend that you feel would convey a more valid picture of or perspective on the topic?

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6. Have you read the library's Collection Management Policy? (circle) YES or NO

7. Does the material support any of the Library's collection goals in any of these ways?

- The acquisition and development of print and non-print literacies
- The pursuit of education, information, gainful employment, and lifelong learning
- The free and joyful exercise of leisure
- Self-government, and participation in local and global affairs
- Affirming the common bonds of humanity, and nourishing the spirit within
- The advancement of humankind

8. What action are you requesting the library to consider?

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

Please submit this completed form to the attention of the Library Director.