

Richmond Memorial Library	Section:
Manual Name: Library Policy Manual	Date Effective: 9/12/23
Section: Collection Development	Date Created/Revised: 9/11/23

Statement of Mission

The Richmond Memorial Library's mission is to connect our community with resources that educate, enrich, and engage.

The Board of Trustees and staff of the Richmond Library affirm the following objectives:

- to provide a variety of materials and programming for informational, educational, recreational and cultural needs, and to provide qualified staff to give guidance in the use of these materials
- to provide access for all people
- to inform the public of library resources and services
- to support intellectual freedom
- to provide materials and programming to patrons of all ages to encourage and promote continued use of the library
- to purchase current materials proportionate to levels of demand and use, taking care to anticipate and respond to indications of significant new needs
- to keep abreast of technological changes which affect the development of the collection
- to be aware of the resources available in surrounding libraries to avoid duplication of resources while ensuring wide coverage of subjects

The Library adheres to the principles of the Library Bill of Rights, the Freedom to View, and the Freedom to Read statements adopted by the American Library Association. In a free society, information on different points of view should be readily available to allow individuals to decide which ideas are meaningful to them. The public library is the institution that provides free access to these ideas. The library, consequently, has the responsibility for selecting materials that reflect a wide variety of ideas and may contain controversial points of view. Since the library has a responsibility to protect the rights of all users, it does not limit the use of its collection. Although librarians may offer guidance in selection, monitoring the reading, listening, and viewing choices of children is the responsibility of their parents or legal guardians. The needs, interests, and points of view of the library's community range over the spectrum of all subjects inherent to contemporary society. The library has a responsibility to provide a diversity of materials in both print and non-print forms. Materials are selected to reflect changes in educational, cultural and intellectual ideas, and the impact of new technology within the limitations of budget and space.

Goal

The goal of this policy is to provide general principles and more detailed information to library staff and our community regarding the following:

- Professional standards used to guide the development of the collection
- Criteria and methods used by library staff to select new material

- Collection maintenance, including how materials are deselected from the collection
- How community input is used to maintain the collection

Diversity and Inclusion

Richmond Memorial Library strives to meet the informational needs of all ages, backgrounds, and educational levels of our community by providing alternative perspectives and/or opposing views on topics including those that may be perceived as less popular and/or unorthodox. The collection broadly reflects the diversity that exists in our culture and society. The existence of a particular viewpoint in the collection is an expression of RML's policy of intellectual freedom, not an endorsement of that point of view.

Materials Selection

Selection is a discerning and interpretive process, involving a general knowledge of the subject and recognition of the needs of the community. Materials are judged on the basis of the content and the style of the work as a whole, not by selected portions or passages. Material selections are made by trained staff. Tools used in selection include professional journals, trade journals, subject bibliographies, publishers' promotional materials, and reviews from reputable sources. Purchase suggestions from patrons are very welcome and indeed are encouraged and provide librarians with useful information about interests or needs of the community. Patron suggestions will be governed by this Collection Policy in making additions to or deleting items from the collection.

Criteria for Selection

While a single standard cannot be applied to each potential item for selection, materials are judged by appropriate criteria. In some instances, these criteria include artistic merit, scholarship, or the value of the materials to the informational needs of the community. In other instances, the criterion may be substantial demand. To build a diversified collection that supports the library's mission, the following criteria are used. These criteria apply to purchased and donated materials as well as special collections.

- Availability and suitability of format
- Suitability of subject, style, and level for the intended audience
- Critics', patrons', and staff's reviews
- Reputation of the publisher or producer; authority and significance of the author, composer, filmmaker, etc.
- Timeliness or permanence of the material
- Quality of writing, design, illustrations, or production
- Relevance to community needs
- Potential and/or known demand for the material
- Relative importance in comparison with existing materials in the collection on the same subject
- Availability and accessibility of the same material in the local area
- Price, in relation to total budget

Material Format

Materials are purchased in the most appropriate format for library use. Books are generally purchased in hardcover editions for durability. Paperback editions may be purchased in cases where the hardcover edition is expensive or not available, and the title would be either used infrequently or is an item that would be weeded from the collection in a few years. Paperbacks may be purchased as added copies of popular titles to meet patron demand and/or as part of the paperback browsing collection. New formats will be considered for the collection when, by industry reports, national survey results, and evidence from local requests, a significant portion of the community population has the necessary technology to make use of the format. Availability of the items in the format, the cost per item, and the library's ability to acquire and handle the items will also be factors in determining when a new format will be collected. Similar considerations will influence the decision to delete a format from the library's collection.

Weeding

Weeding of the collection is performed in order to keep the collection responsive to patrons' needs, to ensure its vitality and usefulness to the community, and to make room for newer materials. Weeding identifies lost or damaged items, ephemeral materials that are no longer used, out-of-date materials, and extra copies that are not being used. Weeding also helps evaluate the collection by identifying areas or titles where additional materials are needed, older editions need to be updated, and subjects, titles, or authors that are no longer of interest to the community. As materials become worn, dated, damaged or lost, replacement will be determined by the appropriate staff members, who will determine whether or not:

- The item is still available and can be replaced
- Another item or format might better serve the same purpose
- There remains sufficient need to replace that item
- Updated, newer or revised materials better replace a given item
- The item has historical value

Gifts and Donations

The library welcomes gifts from individuals and groups. The library, however, reserves the right to make the final selection for any materials that will be added to the collection. The library also reserves the right to withdraw materials from the collection when they are no longer appropriate under the collection policy. Librarians will not give appraisals of gifts and donations for tax purposes. Any items that are in good condition but are not chosen to be added to our collection may be donated to the Friends of the Libraries for their book sales.

Evaluation of the Collection

Continuous evaluation of the collection is necessary in order to ensure that the library fulfills its mission to provide materials which meet patrons' interests and needs. Statistical tools are studied to determine how the collection is being used and how it should change to answer patron usage. The materials themselves are examined for their physical condition and frequency of use. Patron input and community and usage surveys may also be used in evaluating the collection.

Reconsideration of Library Materials

The singular obligation of the library is to reflect differing points of view within its collection. The library does not endorse particular beliefs or views, nor does the selection of an item express or imply endorsements of the viewpoint of the author/creator.

Richmond Memorial Library staff and Board of Library Trustees support intellectual freedom and subscribe to the principles outlined in the American Library Association's Library Bill of Rights and its statements Freedom to Read and Freedom to View. The library does not advocate, condone, or reject the ideas found in its collection – it simply makes them available. While everyone is free to reject for themselves materials of which they do not approve, they cannot exercise this right of censorship to restrict what others may read, listen to, or view.

A formal process has been developed to ensure that complaints and requests for reconsideration of library materials are handled in an attentive and consistent manner. When a patron wishes the Library to discard or reclassify a book or other library materials, they are asked to complete a Request for Reconsideration of Library Materials form, which is included in the Request for Reconsideration Packet. Richmond Memorial Library has set these regulations in place to assist in fulfilling the Library's goal to serve all the residents of the Batavia City School District.

- Patrons are encouraged to speak with the Library Director if they have questions about the Library's collection development policies.
- Patrons who are residents of the Batavia City School District, who hold a library card in good standing, and who feel their concerns have not been addressed, may request a Request for Reconsideration Packet at the Library's Information Desk. The packet contains a Request for Reconsideration of Library Materials form, a copy of the RML Collection Development Policy, the American Library Association (ALA) Library Bill of Rights, and the ALA Freedom to Read Statement.
- For a Request for Reconsideration of Library Materials to be considered by the Library Administration, it must meet the following criteria:
 - o The request form must be completed in full.
 - o The patron must be a resident of the Batavia City School District.
 - o The patron must hold a library borrower's card in good standing* from Richmond Memorial Library.
 - o The form must be submitted to the Library Director or their designee. Submission may be completed in person or by mail.
 - o An item will be evaluated for reconsideration only once in a thirty-six (36) month period.
- The Library Director will form a committee of professional librarians from the Library staff to review the request, undertake a review of the material subject to the Request, and prepare a report. The committee shall consider the following criteria, in addition to the criteria listed on pages 2 and 3, when drafting their report:
 - o Consistency with the Library's Collection Development Policy
 - o Cultural and/or literary significance and quality
 - o Audience for this material

- o Circulation history and patron requests for the material
- o Profession reviews and awards

- The review committee may recommend one of various actions including removal of the material, re-labelling/reclassification of the material, providing other restrictions on the material, or no action at all. The review process will be completed and the report submitted to the library director within thirty (30) days from the submission of the request
 - The Library Director shall have final discretion as to whether to follow or modify the recommendation of the Review Committee.
 - The Library Director shall inform the patron in writing of their decision regarding the Request for Reconsideration of Library Materials no later than ten (10) days after receiving the report from the Review Committee.
 - If the library patron is not satisfied with this response, they may appeal the result in writing to the Board of Library Trustees. The Board will address the matter at their next regularly scheduled meeting and will review the material using the same criteria previously listed.
 - The decision of the Board of Library Trustees is final.
 - Library resources will not be removed from the collection during the review period.
- If a patron objects to the library's ownership of a particular item or items, the Library will be governed by the guidelines set forth in the America Library Association's "Challenged Materials: An Interpretation of the Library Bill of Rights."

Reconsideration of the item for substantially similar concerns will not be entertained for a period of thirty-six (36) months after a decision has been made.

Patron Request for Reconsideration of Library Materials packets are available at the Circulation Desk upon request. All sections must be completed before it may be submitted for review.

Approved by Board: 9/11/23	
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