



## **Licia & Mason Beekley Community Library Collection Management Policy July 2023**

### **PURPOSE OF POLICY:**

The purpose of this policy is to provide guidelines for the selection of library materials in accordance with our Mission Statement:

“The Licia & Mason Beekley Community Library will provide a center for the community. The staff and volunteers will encourage community use through innovative library practices and quality resources that will enhance the exchange of ideas and cultural experiences. Programs that promote cultural diversity and inclusion, encourage discovery, and life-long learning, will be available to all age groups.”

The Licia & Mason Beekley Community Library adheres to the American Library Association’s Library Bill of Rights (attached as Appendix A).

The Library provides a broadly based and diverse collection of resources and materials with a balanced point of view on topics. Attention is paid to ensure diversity within the collection, with the intent to accommodate the widest scope of materials.

Children and Young Adults have complete and open access to all materials within the entire library. Parents/Guardians are ultimately responsible for what their own children select for reading, listening, and viewing.

The Collection Development Policy is used for guidance in regards to the development and maintenance of a well-balanced collection of materials. These materials include books, periodicals, newspapers, audiovisual, and digital offerings. Other forms of information will be added as they develop and become in demand.

### **GENERAL PRINCIPLES AND PROFESSIONAL STANDARDS:**

#### **Responsibility for Selection**

Responsibility for the collection rests with the Library Director. The Director and delegated staff will determine items to be included in the collection by using staff recommendations, reviews in professional library journals, and recommendations from individuals and groups. Suggestions from patrons are welcome and are given serious consideration.

#### **Freedom to Read/Intellectual Freedom**

The freedom to read, along with the freedom to hear and to view, is protected by the First Amendment to the U. S. Constitution and shall not be restricted or abridged based on the content or viewpoint expressed in the materials in the Library’s collection.

## **Accessibility**

The Library has an obligation to select, maintain, and support access to content on subjects by diverse authors and creators that meets—as closely as possible—the needs, interests, and abilities of all the New Hartford community.

## **Quality**

Quality is pursued and maintained by applying professional discretion and standards established by the library profession and using appropriate selection aids, including book reviews, best seller lists, professionally recognized periodicals, standard bibliographies and booklists. Professional review sources provide more objective information about the materials than appears in publishers' catalogs or advertisements. Reviews are usually written by subject experts in the field, by professional reviewers, or by librarians. Library review sources often assess how well a publication serves a particular audience (for example, "essential for public libraries," or "not recommended").

## **Collection Classification and Arrangement**

Books and other materials are initially placed in areas of the collection based on the publisher and author's intended audience and review source recommendations. Occasionally, materials are subsequently reevaluated for placement updates based on their respective age-appropriateness. Materials will be organized and maintained according to subject, format, type, user level or other category to achieve their most effective utilization by the public and by library staff.

## **Diversity and Inclusion**

The Beekley Library strives to meet the informational needs of our community to support all ages, backgrounds, and educational levels while recognizing past and present inequities.

## **SELECTION CRITERIA & GUIDELINES:**

The Beekley Library acquires materials in many subjects and formats, based upon the merits of a work in relation to the needs and interests of the CT library community. Selection criteria and guidelines apply to all literary material. Each item is evaluated objectively, taking into consideration selection criteria set forth herein, including but not limited to content, educational, informational, creative, literary, and technical quality and merit. Although the Library attempts to provide materials on many subjects, no attempt is made to match the collection to a particular curriculum.

### **General Selection Criteria**

- Relevance to interests and needs of the New Hartford library community
- Significance of subject matter
- Accuracy of information
- Extent of publicity, critical reviews and current or anticipated demand
- Current or historical significance of the author or subject
- Reputation or authority of the author or publisher, with preference generally given to titles vetted in the editing and publishing industry
- Timeliness and/or popularity of a subject, title, or author
- Professional reviews from reputable journals and sources
- Patron requests
- Availability of the material
- Reviews in professional journals, attention of critics and public
- Value of resource in relation to price, availability, and budget limitations

## **Children/Young Adult Collections**

The Beekley Library's youth collection is selected by the Children/YA Supervisor and is intended to serve children birth through 12th grade using the General Selection Criteria. The Library contains a wide variety of materials and opinions reflecting various points of view. Beekley Library does not serve as "in loco parentis". Selection of library materials, in this and other collections, will not be restricted by the possibility that materials may inadvertently come into a child's possession.

## **Digital Resources**

Digital resources are selected by the Library Director and will fall under "General Criteria for Selection". Additional considerations include:

- Price
- Ease of Use / Accessibility of platform
- Accessibility to patrons (in-house use and /or remote access; 24/7 access)
- Availability from contracted vendors
- Need or interest from the community
- Terms of licensing agreements
- Cost per use analysis

## **Requests for Purchase**

Suggestions for purchase are welcomed and appreciated. We will use the same criteria when considering requests from local patrons as mentioned above in our General Selection Criteria.

## **Donations and Gifts**

The Licia & Mason Beekley Community Library accepts donations of books and other materials. Donated items are subject to the same criteria as any purchased additions to the collection. Gifts are accepted without commitment as to final assignment.

## **RESPONSIVENESS:**

The Beekley Library responds to community interests by careful consideration of the following: patron requests for purchases, use patterns for existing materials, purchase trends of similar materials from retailers and any other source of information indicating community interests. The Library collection serves, to the degree possible, the interests of a diverse community without exclusion. The Beekley Library believes that individuals have the freedom to accept or reject an item from the Library's collection. Responsiveness to the interest of one individual or group is not restricted based on the dislike or objection of another individual or group.

## **Patron Requests**

Patrons are encouraged to submit suggestions for possible addition to the library collection. The Beekley Library will consider all requests from patrons using the same selection criteria used for all materials.

## **Selection Based on Need**

Some materials are chosen for the purpose of developing and/or updating specific subject areas to ensure that vital resources are available, up-to-date, and reliable. The Library staff is constantly gathering information concerning the needs of library users by means of circulation statistics, loan requests, and patron input.

## **Gifts**

Gifts in the form of library collection materials will be accepted if they meet the Beekley Library's principles for selection of new materials. The Library reserves the right to determine such issues as classification, arrangement, and shelving of gift materials. The Library will not accept special collections of materials with any donor's stipulations.

## **COLLECTION MAINTENANCE:**

In addition to acquiring new materials, it is important to remove from the existing collection those items no longer deemed useful or relevant. This policy provides authority for the systematic and regular evaluation of the existing collection and subsequent withdrawal of worn, obsolete or infrequently used materials and supports the public's right of access to an appealing and relevant collection. The Beekley Library staff systematically reviews the collection with the goal of maintaining the quality and vitality of library resources. Collection analysis incorporates the use of library data, circulation reports, and other statistical information for continuous collection evaluation, as well as the use of the patron Request for Reconsideration Process.

### **Weeding Evaluation Criteria**

Weeding in this context is defined as the process of evaluating books and other physical materials to determine whether they will be retained, relocated, or replaced. Selection of materials for discarding is based on the "CREW" method, which stands for Continuous Review, Evaluation, and Weeding, and is a professional guide for reviewing and withdrawing materials from each library collection.

### **Replacement Criteria**

While the Beekley Library attempts to have copies of standard and important works, it does not automatically replace all materials withdrawn. The same criteria that apply to original selection also apply to replacements.

### **Removal of Withdrawn Material**

Excess or obsolete library materials weeded from the collection are offered for sale or submitted to Better World Books. Items suffering from water/mold damage or other conditions that make their retention hazardous are disposed of promptly and appropriately.

### **Reconsideration of Library Materials**

Objections to the inclusion or exclusion of materials owned by the library should be made in writing, giving reasons in detail. Material Reconsideration Forms are available for this purpose. The Library Director will review the material in question, make an initial determination on the request, and respond to the person who challenged the material. If the complainant is dissatisfied with the Library Director's determination, the complaint will go to the Library Board of Directors. The Library Board will meet with the Library Director and will make a determination about the materials. Decisions of the Library Board of Directors will be final. The Library Director and the Library Board will use this policy, the Library Bill of Rights, and related supportive documents of the American Library Association to help make its final determination of any challenged materials.

Revised July 5, 2023

Approved July 28, 2023

## **APPENDIX A:**

### **Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

**Appendix B:**

**Form for Reconsideration of Materials**