

Marcellus Free Library

Policy Name:	Collection Management		
Section Title:	Collections		
Reviewed:	March 9, 2023	Adopted:	April 6, 2023

Policy Statement: The purpose of this policy is to establish guidelines and procedures for collection management.

Intellectual Freedom

The Marcellus Free Library subscribes to and supports the American Library Association's Library Bill of Rights and the American Library Association's Freedom to Read and Freedom to View statements. The Library recognizes its responsibility to provide materials presenting various and diverse points of view and does not attempt to promote any beliefs or points of view through its collection. The Library does not endorse the opinions expressed in materials held. The Library believes that individuals may reject for themselves or their children any materials that they find unsuitable. Parents are responsible for the borrowing of library material by their children.

Equity, Diversity, and Inclusion

The Marcellus Free Library values the principles of equity, diversity and inclusion (EDI). For those responsible for the development and management of library collections this specifically involves:

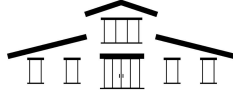
- Providing an equitable basis for purchasing materials and providing programs and services.
- Ensuring that consideration of the needs of historically oppressed, underrepresented, and underserved groups is integral to collection development and management.
- Regularly reviewing the current and emergent demographic trends for the library's community to inform collection development and management.
- Regularly assessing the adequacy of existing collections to ensure they meet the needs of the library's community

Collection Objectives

The Marcellus Free Library provides a contemporary, relevant collection of resources in a range of formats to meet the informational, educational, and recreational needs of the communities it serves. The Library strives to meet these needs to the extent allowed by limitations of space, staffing, and budget.

Selection of Materials

Library staff use professional judgment and expertise in making purchasing decisions, including identifying titles for purchase, determining quantities, and selecting appropriate locations for materials. On occasion, staff may consult with experts in a specific subject for collection advice. In addition to the



guidelines below, systemwide availability, physical space limitations, and available funds are considered. Titles may be acquired in a variety of formats.

The library monitors the development of new formats and uses the Guidelines for Material Selection to determine whether a new format is added to the collection. Materials and formats are not maintained when they are no longer relevant.

Textbooks and highly technical or specialized materials are typically excluded from the Marcellus Free Library collections.

Patron Requests and Suggestions

Patron recommendations are welcome and encouraged. The decision for purchase or inclusion is made by the selecting librarians or director, and according to the Collection Management Policy.

Selection of Materials on Controversial Topics

A balanced collection attempts to represent all sides of controversial issues as far as the availability of materials, space, and budget allow. Selection is based upon the criteria stated in this policy. The race, religion, nationality, or political views of an author or creator; offensive language; depictions or descriptions of violence or sexually explicit activity; controversial content of an item; or endorsement or disapproval by an individual or group in the community does not cause an item automatically to be included or excluded from the library's collection. All public libraries contain materials that some patrons may find objectionable. Libraries may omit from the collection materials that some patrons believe are important. In either case, the library has procedures that patrons may use in requesting the reconsideration of materials.

Guidelines for Materials Selection

Collection development is based on a variety of criteria:

- Community needs, interests, and demands
- Reputation, qualifications, or prominence of the author, illustrator, publisher, performer, etc.
- Relation to existing collection
- Suitability and sustainability of physical or digital format
- Appropriateness and effectiveness of medium to content
- Recommendations of reviews from professional journals or other reputable publications
- Literary, artistic, historical, scientific, or intellectual merit
- Cost and availability for purchase
- Accuracy and currency of information
- Representation of varied points of view
- Availability of other information on the subject



- Suitability of subject and style to the intended audience

The importance or weight of each of these factors will vary, and other factors may be considered. The selection of library materials for adults is not limited by the possibility that children may come in contact with them. Parents and legal guardians have the responsibility to monitor the use of library materials by their children.

Reviews are a major source of information about new materials. The primary source(s) our librarians use are Kirkus Reviews, Library Journal, School Library Journal, Booklist, and Goodreads.

The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media (TikTok, Goodreads, Instagram, etc.). Materials are judged on the basis of the work as a whole, not on a part taken out of context.

If an author would like their work carried by the library, whether self-published or traditionally published, they can donate a copy. Purchasing a copy is up to the discretion of the librarian. The work will be reviewed by a librarian to ensure appropriateness. Donating a copy does not guarantee it will be added to the collection.

Gifts

The Library accepts gifts of materials for the collection using the same selection criteria that are applied to purchased materials. Decisions regarding the final disposition of gifts are the responsibility of library staff, using the following guidelines:

- Not all gifts are added to the collection. Gift materials not added to the collection are not returned to the donor, and may be given to the Friends of Marcellus Free Library to be sold.
- The Library retains unconditional ownership of the gift.
- The Library reserves the right to decide the conditions of display, housing, and access to the materials.
- Gifts can be acknowledged with a written receipt that lists the number and type of material donated. However, the Library cannot legally make a determination of the value of the donation or act as an appraiser.

Gift Subscriptions of Periodicals and Giveaway Publications

Gift subscriptions to periodicals and giveaway publications are considered by the Library manager or director and are subject to the same selection criteria as purchased subscriptions. Gift subscriptions chosen to be added to the collection require a three-year subscription.

Monetary Gifts to Support the Collection

The Library is pleased to accept monetary gifts intended for the purchase of library materials when the donor's intentions for the gifts and the Library's collection development objectives align.

Collection Maintenance

Last updated: 3/9/2023



The Library continually withdraws items from the collection, basing its decisions on several factors, including publishing date, frequency of circulation, community interest, and availability of newer or more valid materials. Items dealing with local history are an exception, as are certain classics and award-winning children's books.

Fiction that was once popular but no longer in demand and non-fiction books that are no longer useful are withdrawn from the collection. As materials become worn, damaged, or lost, the replacement will be based on whether:

- The item is still available
- There is ongoing demand or need
- Another item or format might better serve the same purpose
- Updated, newer, or revised materials would better replace a given item
- Other system libraries have the item in their collections

Sustainable Practices

By their very nature as resources shared by many users, libraries are efficient. However, in keeping with its commitment to sustainable practices and energy efficiency, Marcellus Free Library “repurposes” withdrawn materials whenever possible by turning them over to the Friends of Marcellus Free Library to sell them for fundraising.

Requests for Reconsideration of Materials

The Library accepts requests from patrons to remove or reclassify an item in the collection. Patrons may challenge materials by completing a “Request for Reconsideration of Library Resources” form. This form is available at the Marcellus Free Library upon request from the librarians. All requests are submitted to the Director.

Upon receipt of the request, the Director will form an ad hoc committee of appropriate professional staff and library trustees to conduct a thorough review of the item(s). A committee of 5 members will have 15 business days to examine the work, professional reviews, system-wide availability, author reputation and credentials, and other relevant factors. The committee will then make a recommendation to the Director about whether the work should be retained, reclassified, or removed. The Director will make the final decision and communicate this decision to the patron within 3 business days of receiving the committee's recommendation.

If the patron wishes to appeal the decision, they can do so by sending a written letter to the Board of Trustees at 32 Maple Street Marcellus, NY 13108 within 10 business days after receiving the decision.

The Board of Trustees will review the request, the ad hoc committee's recommendation, and the Director's decision letter before making a final determination. The Board's decision is final.