

# Collection Management

The Skaneateles Library's mission is to inspire learning, enrich lives and connect our community. In support of our mission, the library selects and retains materials for both the educational and recreational needs of our patrons. This policy is based on the principles set forth in the *Library Bill of Rights*, the *Freedom to Read Statement* and the *Freedom to View Statement*.

## **Responsibility for Selection**

The Library Board delegates to the library director the authority and responsibility for selection and management of all print, non-print and electronic materials within the framework of this policy. Actual selection and management activities are shared among trained and experienced library staff, who shall select materials in a manner consistent with this policy and with established procedures.

## **Accessibility of Materials**

All materials selected under the guidelines of this policy are available to all members of the public in circulating or non-circulating collections, within the rules governing the use of such materials.

Special labeling and shelving of materials may be used for some collections to help patrons locate materials; labeling and shelving schemes are not used for the purpose of restricting access.

Library materials representing a wide range of interests and reading levels are selected to meet the needs of patrons; the responsibility of choosing from this range of materials rests with the user. Responsibility for materials borrowed or used in the library by children rests with their parents or legal guardians; staff will not restrict use of materials to patrons in good standing.

## **Selection Guidelines**

- Materials are selected which provide for the interest, information, enlightenment, entertainment, education, development, enrichment and/or self-improvement of library patrons.
- Multiple copies of works may be obtained in order to fulfill requests within a reasonable time period, subject to budgetary constraints.
- As a member of the Onondaga County Library System, staff consider the contents of the Central Library and other member library collections when selecting and retaining materials locally.

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## Selection Criteria

Materials are selected in accordance with one or more of the following guidelines:

- Artistic, literary, historic or scientific merit
- Availability of shelf space
- Authority and competence of author, artist, producer, editor or director
- Availability of material
- Awareness of significant new trends in literature, technology and formats
- Clarity and accuracy of information and presentation
- Patron requests or anticipated popular demand
- Favorable reviews in trusted selection aids (see below)
- Format and durability
- Practical usefulness
- Price, in relation to total budget
- Relationship to existing materials in collection
- Relative importance in comparison with other materials available on the subject

## Selection Aids

Library staff use a variety of resources to determine which materials to select and retain for the collection. Among those resources are professional journals (e.g. *Library Journal*, *Booklist* and *Horn Book*), bestseller lists, newspapers, popular magazines and media.

## Removal and/or Replacement of Materials

In order to maintain a vital and useful collection that meets the needs of our community, examination of materials is an ongoing process. An item may be removed when it no longer contributes to the health of the collection. For example, removed items may be:

- Obsolete or outdated
- Worn beyond use
- Damaged
- No longer circulating or used for reference purposes
- One of multiple copies of a formerly popular title

A removed item may be replaced with another copy of the same title or another work on the same subject.

A majority of the books that have been removed from the library are sold in the library's book sale(s). The remaining books are redistributed to non-profit organizations within our region, given to other libraries, recycled, or if the condition warrants, disposed of properly.

## Gifts

Materials and monetary gifts are accepted with the understanding that they will be evaluated with the same criteria used for purchased materials. The library retains the authority to accept or reject gifts and to make all decisions as to their use, housing and final location. Donated

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materials become property of the library and subject to the collection management policy. Such materials that are not consistent with the library's needs and standards will be given to the library's book sale(s).

Library staff cannot place a monetary value on gifts for tax purposes, but will provide confirmation of the donation of materials at the donor's request.

When the library receives a monetary gift for the purchase of memorials, the selection will be made by the library director or staff designee in consultation with the donor.

### **Reconsideration of Library Materials**

The library serves people from all walks of life with a variety of needs, viewpoints and tastes. Materials are chosen to meet these diverse needs, and decisions are guided by this collection management policy.

The library director will review the selection of a specific item upon the formal request of a patron. Patrons placing such a request must submit a completed *Request for Reconsideration of Library Materials Form*. The item under review will remain in the library's collection during the review process. The library director will send a written reply to the patron who submitted the request within four weeks of the date received.

If the patron is dissatisfied with the director's decision, he or she may request review by the Board of Trustees' Selection Review Committee by writing to the President of the Board of Trustees. The Board's Selection Review Committee will then schedule a meeting to which both the patron and the director will be invited to share their views and concerns. Following this meeting, and any additional processes that the Selection Review Committee may deem appropriate, the Committee shall issue its decision, which will be final.

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