



Clifton Springs Library

4 Railroad Avenue

Clifton Springs, New York 14432

315-462-7371

www.cliftonspringslibrary.com

COLLECTION DEVELOPMENT POLICY

The Clifton Springs Library provides free and equal access to cultural and educational experiences. The library recognizes its responsibility to carefully select and maintain its print, nonprint, and digital collections in support of this mission.

The library acquires materials that will fill educational, informational, and recreational needs of the community. An effort shall be made to cover all subject areas. The library's priority is to make resources available to every patron regardless of national origin, age, background, or personal beliefs.

Expanding areas of knowledge, changing social values, technological advances, and cultural differences require flexibility, open-mindedness, and responsiveness in the selection, evaluation, and reevaluation of all resources.

Access Statement:

The Clifton Springs Library, as part of this collection development policy, uses the following documents as guiding principles: Library Bill of Rights, Interpretations of the Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement. These documents may be viewed on the American Libraries Association (ALA) website www.ala.org.

Scope of the Collection:

The collection serves the Clifton Springs Library community from birth through adulthood and includes a wide range of materials in a variety of physical and digital formats.

The Children's Collection serves children from birth to approximately 12 years of age, as well as the parents, caregivers, teachers, and professionals involved in service to children. Responsibility for monitoring a child's access to library resources rests with the parent(s) or legal guardian(s).

The Young Adult ("Teen") Collection focuses on the informational and recreational needs of adolescents (approximately grades 7 – 12). Responsibility for monitoring a teenager's access to library resources rests with the parent(s) or legal guardian(s).

The Adult Collection serves adults of all ages.

Responsibility for Materials Selection:

Authority for the selection of library materials is delegated to the library Director by the Board of Trustees. At the discretion of the Director, qualified staff may be assigned selection responsibilities.

Patron requests will be considered if the item is available, the item is consistent with this Collection Development Policy, and the item does not place a stress on the materials budget.

Criteria for Materials Selection:

Standard professional journals, as well as popular and local media sources, are used in the selection process. The library's acquisition of any resource does not constitute endorsement.

While a single standard generally cannot be applied, potential resources are judged by appropriate criteria and/or considerations, including but not limited to:

- Relevance to community needs, interests, and demands
- Requests from Clifton Springs Library cardholders
- Balance with the current collection
- Suitability to the intended audience including subject, style, format, interest, and reading level
- Reputation of the author, composer, filmmaker, publisher, or producer
- Accuracy, clarity, currency, and comprehensiveness
- Quality of writing, design, illustration, or production (literary/artistic merit)
- Receipt of or nomination for major awards or prizes
- Durability, ease of use, and ability to be housed in a library collection
- Price

Selection of library materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of this policy.

The Clifton Springs Library is a member of the Pioneer Library System (PLS), a federation of 42 independent public libraries across Ontario, Wayne, Wyoming, and Livingston counties. Materials from these libraries are in 1 catalog (OWWL) and are available for borrowing system-wide. Whether an item is owned by another PLS library or if it is available through InterLibrary Loan may influence the library's decision to acquire an item.

Materials may be purchased to support a specific library program or service.

Criteria for Withdrawal:

The library continually evaluates its collection. Resources are withdrawn from the collection in order to maintain its usefulness, currency, relevance, and condition. Withdrawn resources may be sold, offered to other libraries or non-profit organizations, recycled, or discarded. Considerations for withdrawal include:

- Condition (example: damaged or missing parts)
- Dated content, accuracy, reliability, and/or relevancy
- Low use
- Online availability of content
- Space limitations [as new items are acquired]
- Multiple copies of an item no longer necessary

Responsibility for “weeding” the library collection and decided which items to withdraw rests with the Director as authorized by the Board of Trustees.

Request for Reconsideration of Library Materials:

The Clifton Springs Library welcomes comments and suggestions regarding the continued appropriateness of materials in the collection. Suggestions will be considered and utilized by the library in the ongoing process of Collection Development.

Individuals may take issue with library materials that do not support their tastes and views. The library Director is available to discuss concerns and identify alternative materials that may be available. If a concern is not satisfied through this discussion, a formal, written Request for Reconsideration of library materials may be submitted. Copies of this form are available at the library’s Service Desk.

For a Request for Reconsideration to be reviewed, the form must be completed in full. The patron submitting the request must be a resident of the Clifton Springs Library’s chartered service area and hold a Clifton Springs Library/OWWL library card in good standing. The Director will respond in writing within thirty days (30) of receipt to the Request for Reconsideration. The response will indicate the action to be taken, if any, and reasons for or against the request. An item will only be evaluated for reconsideration once in a 12-month period. All requests will be considered in light of the library’s Collection Development Policy, including documents of the American Library Association listed in its “Access Statement,” the opinions of various reviewing sources, and any other appropriate source.

The Clifton Springs Library is not a judicial body. Laws governing obscenity, subversive materials, and other questionable matters are subject to interpretation by the courts. Therefore, no challenged material will be removed solely for the complaint of obscenity or any other category covered by law until after a court of competent jurisdiction has ruled against the material. No materials will be knowingly added to the library collection that have been previously determined to be in non-compliance with local, state, and federal laws.

Censorship is purely an individual matter. This Collection Development Policy defends the principles of Freedom to Read, See, and Hear and no material shall be removed from the collection unless it violates this policy.



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REQUEST FOR RECONSIDERATION OF MATERIALS

Title:

Author:

Publisher:

Type of material (format):

1. Have you examined the material in its entirety? YES NO

2. What did you find objectionable? Be specific; include page number(s), if applicable.

3. What harm do you feel will result from its use?

4. Did you find anything valuable in this material?

5. What do you think is the author's purpose?

6. Do you know of any material that would better suit this purpose?

7. Would this material be better suited for a different age level?

8. What action do you feel should be taken on this material?

9. Will you be willing to discuss this material with the Director and the Board of Trustees?

Your Name:

Date:

Address:

Phone:

Do you represent an organization?

Name of organization: