

**Seymour Public Library District**  
**Policy Category: Collections**  
**Policy Title: Collection Management**

**Policy Number 401**

**Effective Date: 03/22/2022**

Seymour Library's mission is to inspire a love of reading, learning, and discovery through individual growth and community connections in an engaging and welcoming environment. In support of our mission, the library provides a diverse selection of 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* (see Appendix), the American Library Association's *Code of Ethics* (see Appendix), the *Diverse Collections* interpretation (see Appendix), and the *Freedom to Read Statement* from the American Library Association (see Appendix).

**Responsibility for Selection**

The Library Board delegates to the Library Director the authority and responsibility for selection and management of all circulating and non-circulating 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.

The term "materials" in this document may include, but is not limited to, the following: books, audiobooks, magazines, movies, newspapers, games, learning kits/backpacks, electronic devices, special collections, Library of Things, databases, and anything available for check out at the library, in a variety of formats both physical and digital.

**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.

**Scope of the Collection**

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The library's collection:

- Contains items of contemporary significance and long-term value.
- Provides current and popular items rather than archival materials, except for items of local historical interest located within the History Discovery Center.
- Provides general coverage of subjects rather than in-depth, specialized information.
- Reflects our community.
- Reflects the library's mission.

The collection is reviewed and revised on an ongoing basis to meet the current needs of the community and to maintain its usefulness and relevance.

### **Selection Guidelines**

In support of the library's mission, additions to the collection will:

- Provide for the interest, information, enlightenment, entertainment, education, development, enrichment and/or self-improvement of library patrons.
- Support varied abilities and learning styles.
- Represent diverse points of view.
- Stimulate self-understanding and growth.
- Support cultural, recreational, business, and civic activities within the community.

In addition,

- 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 Finger Lakes Library System, staff consider the contents of the Central Library and other member library collections when selecting and retaining materials locally.

### **Selection Criteria**

Materials, whether purchased or donated, are considered in terms of the following criteria:

- Artistic, literary, historic or scientific merit/quality
- Professional or literary significance of author, artist, producer, editor or director
- Contribution to the diversity of the collection
- 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
- Format and durability
- Availability of material
- Availability of shelf space

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- Practical usefulness
- Contemporary significance
- Price, in relation to total budget
- Relationship to existing materials in collection
- Relative importance in comparison with other materials available on the subject

An item does not need to meet all criteria to be added to the collection.

### **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
- Superseded by a new edition or a better source
- Misleading or factually inaccurate
- Worn beyond use
- Damaged
- No longer circulating or used for reference purposes
- Irrelevant to the needs and interests of the community
- One of multiple copies of a formerly popular title
- Easily accessible elsewhere

Items removed from the collection are often sold through nonprofits with the proceeds donated to the library. The remaining books are redistributed to nonprofit 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 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 sold or donated.

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. Materials purchased for honorary or memorial purposes will include a bookplate or other formal recognition of the gift if so desired by 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 library cardholder. Cardholders placing such a request must submit a completed *Request for Reconsideration of Library Materials Form* (see Appendix). 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 cardholder who submitted the request within four weeks of the date received.

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

### Appendices

- A. [Library Bill of Rights](https://www.ala.org/advocacy/intfreedom/librarybill): <https://www.ala.org/advocacy/intfreedom/librarybill>
- B. [American Library Association Code of Ethics](https://www.ala.org/tools/ethics): <https://www.ala.org/tools/ethics>
- C. [Diverse Collections Interpretation](https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/diversecollections):  
<https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/diversecollections>
- D. [Freedom to Read Statement](https://www.ala.org/advocacy/intfreedom/freedomreadstatement): <https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

# Request for Reconsideration of Library Materials

Author/Artist: \_\_\_\_\_

Title: \_\_\_\_\_

Type of Material:  Book  Magazine/Newspaper  DVD  Audiobook  Music  Other

Publisher/Date: \_\_\_\_\_

Have you read/viewed/listened to this work in its entirety?  Yes  No

If not, which parts did you examine? \_\_\_\_\_

\_\_\_\_\_

Please describe your concerns regarding this material: \_\_\_\_\_

\_\_\_\_\_

What specific pages/sections of this work illustrate your concerns? \_\_\_\_\_

\_\_\_\_\_

What are the positive aspects of this material? \_\_\_\_\_

\_\_\_\_\_

What would you like the library to do about this work? \_\_\_\_\_

\_\_\_\_\_

Have you read the SPLD Collection Management Policy?  Yes  No

Request initiated by: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Do you represent:  Yourself  Organization (name) \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Patron: \_\_\_\_\_

Date: \_\_\_\_\_ Received by Staff Member: \_\_\_\_\_

# Revision History

Changes	Approved by	Date
Adopted	Board of Trustees	03/22/2022