



## **Mendon Public Library**

### **Collection Management Policy**

#### **Purpose**

The library recognizes its responsibility to carefully select and maintain its print, non-print and digital collections. This policy provides direction for the development and maintenance of a collection that meets the needs of the community, using sound fiscal management and efficient use of space. We realize that 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 library resources. The library will deliver free, open and equal access to ideas and information for all residents in the Town of Mendon, regardless of national origin, age, background or personal beliefs.

#### **Scope of the Collection**

The Library primarily serves the popular and recreational needs of the residents living in the Town of Mendon, from birth through adulthood. We strive to collect the best and most useful materials in a variety of formats. The library depends upon the shared collection and services of the Monroe County Library System as part of our collection.

#### **Responsibility**

The Mendon Public Library is chartered by the New York State Board of Regents and governed by a Board of Trustees. The Board of Trustees retains the power and duties of Trustees and Institutions as prescribed by the New York State Education Law.

Responsibility for the selection of library materials rests with the Director, who is accountable to the Board. At the discretion of the Director, qualified staff can be assigned selection responsibilities.

#### **Criteria for Selection**

The collection will represent a comprehensive range of interests, tastes, viewpoints, values, and levels of ability. The library seeks to provide access to print, non-print and electronic resources. 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 demand
- Requests from Town of Mendon library cardholders
- Balance with the current collection
- Suitability to the intended audience of 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

*Adopted by the Mendon Public Library Board of Trustees: February 5, 2018, reviewed by the MPL Board of Trustees Nov. 2, 2020*

- Scarcity of library material on a subject
- Convenience to obtain similar material within the Monroe County Library System
- Price: includes cost of staff training, support, equipment, and maintenance

Selection of library materials will not be made because of anticipated approval or disapproval, but solely based on this policy's guidelines. Library resources will not be marked or identified to show approval or disapproval of their contents.

Patron suggestions are always welcome. If you would like to suggest an item please fill out a suggestion for purchase form at the end of this document

## Gifts

The library encourages donations and memorial gifts from the community. However, the same criteria used in the purchase of material applies to gifts. If they do not meet these standards, they may be conveyed to the Friends of the Mendon Library for the benefit of the library, or disposed of if their condition warrants.

## Collection Evaluation and Maintenance

In order to maintain a vital and current collection, 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 – damaged or missing parts
- Dated content, accuracy, reliability and/irrelevancy
- Low use
- Online availability of content
- Space limitations as new items are acquired
- Multiple copies of a title no longer necessary

## Intellectual Freedom

The Mendon Public Library shares with all other American public libraries the responsibility of defending the individual right to free and open access to information and a commitment to the principles of intellectual freedom. The Mendon Public Library affirms as part of this collection development policy the following documents of the American Library Association: 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 ALA website [www.ala.org](http://www.ala.org)

## Patron Request for ~~Review~~ Re-Evaluation of Library Materials

Though the library purposely selects materials for diversified readership, we realize some materials may not represent the individual's point of view. Staff are available to discuss concerns and identify alternative materials that may be available. In addition, the patron also has the option of completing a "Request for ~~Review~~ Re-Evaluation of Library Material." Copies of this form are at the end of this document.

The library does not stand in loco parentis. The reading and viewing activity of children is ultimately the responsibility of the parents/and or caregivers, who guide and oversee their own children's development. The Mendon Public Library does not intrude on that relationship.

A request for ~~review~~ re-evaluation of library materials must meet the following criteria:

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- The review must be completed in full
- The patron must be a resident of the Town of Mendon and hold a valid library card from the Monroe County Library System
- The request must be submitted to the Library Director ~~or the Library Board President.~~
- An item will not be reviewed twice within a six-month period
- The final decision rests with the Library Board of Trustees

The Mendon Public 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 competent jurisdiction has ruled against the material. No materials will be knowingly added to the library collection that have been previously determined to be non-compliant with local laws.



### ***Request for Re-Evaluation of Library Material Form***

This Request for Re-Evaluation is governed by the Library's Collection Management Policy. To initiate a Re-Evaluation of Library Material, please fill out this form completely (one item per form) and follow the instructions below. Note: You must be a Town of Mendon resident and have a valid Monroe County Library Card.

Name: \_\_\_\_\_

Library Card #: \_\_\_\_\_

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

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

☐ I am representing myself

☐ I am representing an organization Organization name: \_\_\_\_\_

Have you read the Library's Collection Management Policy?

☐ Yes

☐ No

Resource on which you are commenting:

☐ Book (e-book)

☐ Movie

☐ Magazine

☐ Audio Recording

☐ Digital Resource

☐ Newspaper

☐ Other

Title

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Author/Producer

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What brought this material to your attention?

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Have you examined the entire material? If not, what sections did you review?

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What concerns you about the resource?

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Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

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What action are you requesting The Library consider?

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Instructions and process:

- Submit this form to the Director at Mendon Public Library.
- Your submission will be reviewed by the Library Director within fourteen (14) calendar days of receipt.
- You will receive a response in writing that indicates either:
  - Your request for Re-Evaluation has been evaluated and no change is required;

OR

- Your request has been evaluated by the Library and the Selection will be changed, which shall be briefly described in the reply.
- If the Library determines that no action is needed, and you disagree, you may appeal this determination within fourteen (14) calendar days by submitting a copy of your original Request, and the Director's reply, together with a statement saying "I request an appeal" to the Library Board of Trustees.
- The Board of Trustees is an all-volunteer organization that meets monthly. Therefore, any appeal regarding a Request for Re-Evaluation will be finalized within sixty (60) days. Any material under review will remain in circulation until such time as the Library determines it should be removed.
- All Requests for Re-Evaluation will be evaluated per the Library's policies, Long-Range Plan and the following excerpts from the American Library Association's Code of Ethics:
  - We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
  - We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
  - We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
  - We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.

**The Board of Trustees' determination is final.**



***Suggest a Library Material***

*We try to select the best possible materials to add to the library's collection. However, in some cases we may miss that special book, CD, or other item you would like to borrow. Although we may not be able to fulfil every request, we appreciate your suggestions! This form may be given to any staff member.*

Your Name: \_\_\_\_\_

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

E-mail: \_\_\_\_\_

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

Item requested (include as much information as possible), title, author, publisher, publication date:

Is the item in the Monroe County Library System Catalog?

Would another item on the same topic be acceptable to you?

When do you need the item by:

Do you want to be notified when the item is available?

Other comments: