

# Chautauqua-Cattaraugus Library System

## Collection Development Policy

The purpose of the Chautauqua-Cattaraugus Library System Collection Development Policy is to provide a general guide to the personnel responsible for developing and maintaining its collection and to inform the public about the principles on which selections are made. Issues raised by this policy or questions concerning the selection of library materials will be directed to the Executive Director.

The primary objective of selection shall be to collect materials of contemporary significance and permanent value that maintain a standard of excellence for all segments of the community, striking a balance in public demands, interests, opinions and levels of difficulty.

The System maintains a quality collection that includes audiobooks, large print books, digital books, and downloadable audiobooks for public use as well as to loan to member libraries and institutions via the deposit collection program. In addition, a professional collection of materials related to library development and management is continually updated and enlarged for staff and trustees of all the System's member libraries to access.

In support of the American Library Association's Library Bill of Rights and Freedom to Read Statement, the System affirms the public's right of access to a broad spectrum of reading, listening and viewing materials, and upholds the right of any individual to secure information, even if the content may be controversial, unorthodox, or unacceptable to others.

### **Method**

All staff members selecting library materials will be expected to keep the objectives of selection in mind and to apply their knowledge, experience and training when making selection decisions. Signed reviews shall be culled from the literature of professional organizations and other reviewing sources recognized for their expertise.

Selection of materials is based on the subject knowledge and expertise of collection development librarians, along with recommendations from the public and other library staff; professional and popular media reviews; and evaluation of review copies from publishers. No materials are excluded or removed from the System on the basis of the author's race or nationality, their political, social or religious beliefs. Materials dealing with controversial views are judged as entire works, not on isolated passages or sections.

### **Selection Criteria**

1. Accuracy and authority
2. Treatment of subject for intended audience
3. Lasting importance or significance to a field of knowledge
4. Reputation and significance of author, producer, publisher
5. Enduring value
6. Diversity, Equity, and Inclusion
7. High degree of potential user appeal
8. Suitability of format for library use
9. Cost and availability
10. Relationship to existing materials in the collection

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#### **Weeding**

The removal of materials no longer appropriate and the replacement of lost and worn materials still of educational value is part of the selection process. It is expected that good judgment will be used to remove from the collection whatever materials provide outdated information and no longer serve a need.

#### **Replacements**

Missing or withdrawn materials will not automatically be replaced. The availability of other copies, interest, subject area coverage and cost will be factored into the decision to replace materials.

#### **Gifts and Donations of Materials**

The System accepts gifts of materials, but reserves the right to evaluate and to dispose of them in accordance with the same criteria applied to materials that are purchased. Gifts which do not accord with the System's objectives and policies will not be added to the collection. In the case of memorial gifts, staff will assist the donor in selecting suitable material. Book plates showing the donor's name and the name of a person, if a memorial gift, may be provided for gift books. No other conditions may be imposed relating to any gift either before or after its acceptance by the System. Donations for digital titles are accepted via the System's PayPal account and acknowledged by email.

#### **Potential Problems or Challenges**

The System recognizes that some materials are controversial and that any given item may offend some people. Selection will not be made on the basis of any anticipated approval or disapproval but solely on the merits of the work in relation to the building of the collection and serving the interest of users.

Library materials will not be marked or identified to show approval or disapproval of the contents, and no book or other item will be sequestered except for the express purpose of protecting it from injury or theft. Purchase of any item in no way signifies agreement with the views expressed therein; nor does non-purchase signify disagreement.

Responsibility for the reading of children rests with their parents or legal guardians. Selection will not be inhibited by the possibility that books may inadvertently come into the possession of children.

#### **Requests for Reconsideration of Materials**

Requests for reconsideration may be made by cardholders or residents of the System's service area and shall be made in writing and given to the Executive Director for a written response.

Requests for removal of materials must be filed as a written complaint with the Executive Director. The complainant must be properly identified before a request is considered. The Executive Director will examine the item, consider the specific objections to the material as presented by the complainant, and determine if it conforms to the standards of the materials selection policy. The Executive Director will decide whether to withdraw the item and will notify the complainant of the decision. In the event that the request is denied, the Board of Trustees will be notified. Appeals from the Executive Director's decision may be directed only to the Board of Trustees in writing for a final determination. The Board

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will consider the objection and the Executive Director's recommendation. The written decision of the Board shall be final and shall be reported to the complainant.

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Chautauqua-Cattaraugus Library System Reconsideration of Library Resources

The Board of Trustees of the Chautauqua-Cattaraugus Library System, has delegated the responsibility for selection and evaluation of library resources to the Executive Director, and has established reconsideration procedures to address concerns about those resources.

If you wish to request reconsideration of library resources, please return the completed form or a letter with this information in it to Executive Director, Chautauqua-Cattaraugus Library System, 106 West Fifth Street, Jamestown, New York 14701.

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Do you represent self? \_\_\_\_\_ Organization? (Name) \_\_\_\_\_

Resource on which you are commenting: \_\_\_ Book \_\_\_ Audio \_\_\_ Digital

\_\_\_ Other (please specify) \_\_\_\_\_

Author \_\_\_\_\_

Title \_\_\_\_\_

Publisher/Producer \_\_\_\_\_

What brought this resource to your attention?

\_\_\_\_\_

Is your objection to this material based upon your personal exposure to it, upon reports you have heard, or both?

\_\_\_\_\_

Have you examined (read/heard/seen) the material in its entirety?

\_\_\_\_\_

What concerns you about the resource? Please cite specific passages, pages, etc. (use other side or additional pages if necessary) Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?