

# **THE PLAINEDGE PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY**

**Adopted: 2018**

**Amended: November 20, 2023**

## **Philosophy And Scope Of The Collection**

The Plainedge Public Library collects materials, in a variety of formats, which support its function as an information hub and community center. The collection also serves the popular and recreational needs of the Plainedge community, and reflects the racial, ethnic and cultural diversity of the community it serves.

Customer use is the most powerful influence on the Library's collection. Circulation, customer purchase requests and hold levels are all closely monitored, resulting in the purchase of new items and additional copies of high demand items. In addition to customer demand, selections are made to provide depth and diversity of viewpoints to the existing collection.

Inherent in the collection development philosophy is an appreciation for each patron of The Plainedge Public Library. The Library provides materials to support each individual's needs, and does not place a value on one customer's needs or preferences over another's. The Library upholds the right of the individual to access information, even though the content may be controversial, unorthodox or unacceptable to others.

Materials for children and teenagers are intended to broaden their vision, support recreational reading, encourage and facilitate reading skills, supplement their educational needs, stimulate and widen their interests, lead to recognition and appreciation of literature and reflect the diversity of the community. The reading and viewing activity of children is ultimately the responsibility of parents, who guide and oversee their own children's development. The Plainedge Public Library does not intrude on that relationship.

## **Purpose of Collection Development Policy**

The Collection Development Policy is one of the Library's fundamental policy documents. It outlines the philosophies that create and shape this Library's unique collection, the practices that maintain it over time and the guidelines that help the collection respond to community needs while protecting the collection from societal and political pressures. The Collection Development Policy ensures that over time, The Plainedge Public Library's collection will remain on course, reflecting the needs of the Plainedge community, while creating unique experiences of meaning and inspiration for the individual patron.

## **Selection Criteria**

Librarians use their training, knowledge and expertise along with general criteria to select materials for the collection. The Library purchases materials in a variety of formats, including, but not limited to, print, digital, and audiovisual. The Library purchases materials in languages other than English if and when there is demand for it within the community.

Criteria for selecting material includes:

- Relevance to interests and needs of the community
- Extent of publicity, critical review and current or anticipated demand
- Current or historical significance of the author or subject
- Local significance of the author or subject
- Relevance to the existing collection's strengths and weaknesses
- Reputation and qualifications of the author, publisher or producer, with preference generally given to titles vetted in the editing and publishing industry.
- Suitability of format to Library circulation and use, especially if available online (databases and eBook collection)
- Date of publication
- Price, availability and Library materials budget

### **Patron Recommendations**

Patrons may request items the Library does not own. Each request is reviewed for inclusion in the collection or for loan through Interlibrary Loan. The Head of Reference can determine the best method for delivery of materials using the selection criteria.

### **Requests for Reconsideration**

Plainedge Library patrons who wish to request a specific item be withdrawn or reconsidered for inclusion in the collection are asked to complete and sign the Request for Reconsideration of Library Resources Form. The form may be accessed online or at the Library in the Administration office. The form must be completed completely and mailed or delivered to the Plainedge Public Library in order to begin a review of the item. Please note that the reconsideration process will only occur if the item was read/viewed/listened to in its entirety by the person objecting to the material.

Patrons may only have one requests for reconsideration at any given time.

A request for reconsideration will be reviewed pursuant to the following procedure:

1. Upon receipt of the Request for Reconsideration form, review of the item will be performed by

- the Library Director and appropriate professional staff, applying the guidelines of the Library's Collection Development Policy.
2. Decisions are to be made within 15 days of receipt of a reconsideration form. Once a decision has been made, a written response will be mailed to the inquiring patron stating the outcome of the item.
  3. If the patron is not satisfied with the outcome of the initial request for reconsideration, they may submit a written appeal to the Board of Trustees within 15 days of the postmark of the written response from the Library.
  4. If an appeal is made to the Board, the Board shall meet and consider such appeal within thirty (30) days of receipt of the written appeal. If the appeal is to be discussed during a regularly scheduled board meeting, the Board shall inform the requestor of the time and date of said meeting. The Board shall render a decision in writing within 15 days after the meeting at which the appeal was considered.
  5. Decisions by the Board are final. The Library Board will not consider a Request for Reconsideration for a title if it has previously reviewed that title pursuant to this procedure within the two (2) years prior to receiving the request.

## Collection Management

### **Philosophy of Collection Management**

The Library's collection is a living, changing entity. As items are added, others are reviewed for their ongoing value and sometimes withdrawn from the collection. Great care is taken to retain or replace items that have enduring value to the community. Decisions are influenced by patterns of use, the capacity of each location and the holdings of other libraries that may specialize in a given subject matter. Staff review the collection regularly to maintain its vitality and usefulness to the community.

### **Responsibility for Collection Management**

In order to maintain a successful collection, the selection team will continuously evaluate the collection. Continuous evaluation is necessary to ensure the library's materials are relevant, accurate and up to date, in acceptable shape, and useful for our community. The final authority for the Library collection rests with the Library's Director, along. Implementation of collection development policy and management of the collection is assigned to Library staff. The Plainedge Public Library disposes of materials that have been withdrawn according to the criteria for weeding and withdrawal outlined below.

### **Criteria for Weeding and Withdrawal**

The deselection process is a crucial element of collection development and necessary for keeping a successful, current collection. The following criteria are used in selecting materials for withdrawal:

- Damage or poor condition
- Number of copies in the collection
- Relevance to the needs and interest of the community
- Current demand and frequency of use
- Accuracy and timeliness
- Local interest
- Availability elsewhere including other libraries and online (databases and eBook collection)
- Deemed to be of an enduring nature
- Items that have local historical significance or value

The Library retains the right to carry out the withdrawal of materials in the manner most advantageous to the Library.

The Library Board of Trustees endorses the Library Bill of rights adopted by the American

Library Association.

### **Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

**Request for Reconsideration of Library Resources Form**

The Trustees of the Plainedge Public Library have established a Library Collection Development Policy and procedure for gathering input about particular resources. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the Library Director. **Only fully completed forms will be accepted.**

Plainedge Public Library, 1060 Hicksville Rd. N. Massapequa, NY 11758

Name \_\_\_\_\_

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

City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

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

Do you represent yourself? \_\_\_\_\_ Or an organization? \_\_\_\_\_ Name of organization \_\_\_\_\_

Resource on which you are commenting:

\_\_\_ Book (E-Book)

\_\_\_ Movie

\_\_\_ Magazine

\_\_\_ Audio Recording

\_\_\_ Digital Resource

\_\_\_ Display

\_\_\_ Exhibit

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

Author/Producer: \_\_\_\_\_

What brought this resource to your attention? \_\_\_\_\_

Have you examined the entire resource? If not, what sections did you review? \_\_\_\_\_

What concerns you about the resource? \_\_\_\_\_

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

\_\_\_\_\_

What action are you requesting the library to consider?

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Date:

Signature: