

## **BARKER PUBLIC LIBRARY COLLECTION MANAGEMENT POLICY**

### **Purpose**

The mission of the Barker Public Library is "To inspire, empower, educate and support our community".. The Barker Public Library recognizes its responsibility to carefully select and maintain its print, nonprint, and digital collections in support of this mission and has therefore adopted this Collection Development Policy.

The primary goals of Barker Public Library's Collection Development Policy are to:

- Acquire materials that will fill educational, informational, and recreational needs of the community in all subject areas.
- Expand areas of knowledge with a focus on changing social values, technological advances, and cultural differences in the selection, evaluation, and reevaluation of all resources.
- Make resources available to every patron regardless of national origin, age, background, or personal beliefs.

The Barker Public 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](http://www.ala.org).

### **Authority**

The Director administers development of the library's collection under the authority of the Board of Trustees. At the discretion of the Director, qualified staff may be assigned selection and deaccession responsibilities.

### **Library Programs and Services**

The Barker Public Library offers a variety of programs and services that increase the need for certain types of materials. Free literature on topics of educational, cultural, social and recreational concerns is available in the library. A bulletin board offers notices of interest to the community as well.

Internet access for the public is provided. Access is available through public terminals or using wireless with devices brought in by the public.

The library maintains a close partnership with the Barker Central School in order to provide support services for their educational programs. An art show of student work is held annually.

The pre-school children's story hour is held three (3) times per month during the school year. The New York State Summer Reading Program is featured during the summer months. The library provides programming for adults on a regular basis, including a monthly book club. The library provides programming for young adults including book talks. A collection about the Village of Barker and Town of Somerset is housed in the Library. Various community groups meet in the library, including the Boards of the Boy Scouts and Cub Scouts and the Barker Garden Club. The Friends of the Barker Public Library is a small group of dedicated volunteers who provide support to the library.

### **Cooperative Collection Development**

The Barker Public Library makes use of materials borrowed from other libraries through interlibrary loan based on an agreement with the NIOGA Library System, which has twenty-one (21) library members. Through this service, patrons can receive items that are not available locally. A bi-weekly delivery service funded by NIOGA delivers the items.

### **Scope of the Collection**

The collection serves the Barker Public 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.

### **Procurement**

The Procurement of selected Library Resources by the Library is governed by the Library's Purchasing policy.

At all times, the Director and the Board distinguish between Selection and Procurement. "Selection" is how Library Materials are chosen; "Procurement" is how they are purchased using library funds (for example, Donated Materials are not procured).

Records management: records pertaining to Procurement of Library Resources are kept for 1 year.

## **Gifts**

Monetary donations made to the Library are placed in a Gift and Donation Fund. All gifts made to the Barker Public Library are expended in a manner consistent with the Collection Development Policy. The library makes every effort to purchase items in subject areas or formats specified by the donor. All items will be subject to the same criteria as other areas of the collection. The library will identify materials purchased with donated funds by means of a bookplate that names the donor.

If items are lost or damaged, the person who borrowed the item pays for the cost of the item.

All gifts and other items given as gifts will be received with the understanding that they shall be accepted or rejected subject to the approval of the Director and/or the Board of Trustees.

Donated books may not be added to the collection because of such factors as duplication, lack of community interest or inadequate shelf space.

## **Preservation**

The Barker Public Library is committed to providing appropriate physical and environmental care to the materials in its current collection. Appropriate temperature and protection from the elements, as well as shelving, dusting and storage of books will help protect the collection from deterioration.

## **Criteria for Materials Selection**

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
- 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
- Receipt of or nomination for major awards or prizes
- Durability, ease of use, and ability to be housed in a library collection ● Price

Standard professional journals, as well as popular and local media sources, are also used in the selection process. 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.

The library's acquisition of any resource does not constitute endorsement.

## **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.

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

Deaccessioned materials may be sold, offered to other libraries or non-profit organizations, recycled, or discarded.

## **Request for Reconsideration of Library Materials**

The Barker Public Library welcomes comments and suggestions regarding the continued appropriateness of materials in the collection. Suggestions will be considered and may be 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 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.

For a Request for Reconsideration of Library Materials to be reviewed, the form must be completed in full. The patron submitting the request must be a resident of the Barker Public Library's chartered service area and hold a 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 Barker 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 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.

### **Ongoing Use Evaluation**

The Collection Development Policy will be periodically evaluated in relation to the mission of the Barker Public Library by the Board of Trustees. The Board of Trustees may update or modify this policy as needed.

Questions or concerns regarding the Barker Public Library or this policy should be forwarded to the Director.

ADOPTED by the Barker Public Library Board of Trustees 9/11/2023

## Barker Public Library

### Form to Request Re-Evaluation of Library Resource

This Request for Re-Evaluation is governed by the Library's Collection Management Policy and the Library's current procedures for Selection and Cataloging.

For current copies of these documents, 8706 Main St. PO Box 261 Barker, NY 14012

To initiate a Re-Evaluation of a Library Resource, please fill out the form and follow the instructions below:

NAME	
Address	
Library Card #	
Catalog # of Material of Concern	
Title of Work	
Basis of Concern (select all that apply):	<ul style="list-style-type: none"><li><input type="radio"/> Does not meet current Selection Criteria</li><li><input type="radio"/> Improperly Cataloged (please note specific issue)</li><li><input type="radio"/> Does not fall within needs of community</li></ul>
Please include any comments you would like the Library to consider:	Comments:
Date submitting form:	
Signature:	

**Instructions and process:**

Please only list **one work** per form.

Please submit this form by Personal delivery, US Postal Service or email

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:

a) your request for Re-Evaluation has been evaluated and no change is required; OR

b) your request has been evaluated by the Library and the Selection or Cataloging of the item 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 statement saying "I request an appeal" to the Board of Trustees by either email to INSERT, fax to INSERT, or USPS to INSERT.

The Board of Trustees is an all-volunteer organization that meets no less than 6 times per year. 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 must be removed.

All Requests for Re-Evaluation will be evaluated per the Library's Plan of Service, policies, and the following excerpts from: The American Library Association's Code of Ethics.

*I. 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.*

*II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.*

**The Board of Trustees' determination is final.<sup>2</sup>**