Massena Public Library

Collection Development and Maintenance Policy

A. Purpose

The purpose of the Library's collection is to contribute to the improvement and extension of quality library service to all area residents as per the Library's long-range plan. This policy governs the selection of materials for adults, young adults and children.

B. Guidelines

The Library sets 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 Library Association (ALA) website www.ala.org.

C. Goals of Materials Selection

1. To maintain a well-balanced and broad collection of materials for information, reference and self-study.
2. To meet community interests and needs by providing materials for the education, information, research, pleasure, and the creative use of leisure time.
3. To provide recreational resources.

D. Responsibility for Selection

The responsibility for materials selection lies with the Director who operates within a framework of policies determined by the Board of Trustees. The Director may delegate the authority to interpret and define the applications of this policy in making day-to-day decisions. The general public and library staff may recommend materials for selection.

E. General Principles

1. The Library will provide materials which help to meet its goals as delineated in the long-range plan. The Library's acquisition of any resource does not constitute endorsement. Materials may include print items such as: books, periodicals, and newspapers, and non-print items such as: audio, DVD recordings, online resources, folding tables and chairs, pop up canopies, outdoor games, and discount membership cards for museums and state parks.
2. The Library will not attempt to furnish textbooks or formal study materials needed for courses of study offered by schools or institutions of higher learning. The Library has materials for self-study, but it is not primarily designed to furnish required reading for

academic study.

3. All materials, except those which are in special demand or cannot be loaned including rare and fragile items, will be lent for home use under Library regulations and procedures.
4. As a responsibility of Library service, materials selected should be chosen for values of interest, information and enlightenment of all the people in the community. In no case should any book be excluded because of the race or nationality, or the political or religious views of the writer.
5. Responsibility for children's reading choices rest with their parents or legal guardians. Selection should not be inhibited by the possibility that materials may inadvertently come into the possession of children.
6. There should be the fullest practicable provision of materials presenting all points of view concerning the problems and issues of our times: international, national and local. Materials should not be proscribed or removed from Library shelves because of partisan or doctrinal disapproval.
7. Materials with an emphasis on sex, or containing profane language, should not be automatically rejected. Selection should be made on the basis of whether the material represents life in its true proportions, whether characters are realistically presented and whether the material has literary value.

F. Criteria for Selection

1. Contemporary significance or permanent value.
2. Accuracy.
3. Authority of the author.
4. Relation of work to the existing collection.
5. Price, format and ease of use.
6. Scarcity of information in the subject area.
7. Availability of material elsewhere in the area. Holdings of other libraries in the North Country Library System are considered in developing the Library's collection. Materials, particularly those of a highly technical nature, may be borrowed through interlibrary loan.
8. Popular demand. The Library should make available materials for enlightenment and recreation even if not enduring in value, interest and accuracy.
9. Whenever possible, materials will be selected based on review(s) from a variety of sources common to this Library.

G. Maintenance of the Collection

The weeding of the collection is a form of selection and is thus an important policy to define. Weeding is a thorough and conscientious effort to achieve a well-balanced collection and should be a continuous, consistent process. The Director, Assistant Director and the Library Assistant-Youth Services are responsible for maintaining the collection through the weeding process. Weeded library materials are sold or given to the Friends of MPL, Inc., to sell. The

proceeds from such sales are used to support the Library. Materials that cannot be sold may be given to other libraries, recycled or otherwise disposed of.

Factors to consider in weeding are:

1. The physical condition of the book.
2. Slow moving cataloged material.
3. Material containing subject matter no longer of current interest.
4. Multiple copies of titles no longer in demand.
5. Old edition replaced by later version of non-fiction titles.
6. The accuracy of the information.
7. Retention of local material and books by local authors.

H. Gifts

The Massena Public Library welcomes and appreciates all material and monetary donations for the enhancement of Library services to the public.

Gifts of materials are welcomed and encouraged with the donor's understanding and agreement of the following policies and conditions:

1. The evaluation and disposition of gift materials is the responsibility of staff authorized by the Director. Gifts of all kinds will be judged by the same criteria that the Library applies to the purchase of new materials for the Library collection.
2. The Library accepts hardcover and paperback books, CDs, DVDs, puzzles, and games. Current magazines are accepted for the magazine exchange. All donated materials must be clean, mildew-free and in good condition.
3. Materials not accepted include: magazines that are more than one year old, books more than 10 years old, encyclopedias, cookbooks, textbooks (high school, college, etc.), condensed books (such as Reader's Digests), LP records, audio or video cassettes, items that have become wet, items that have mildew or dirt, and any item in poor condition. Some volumes, because of condition or subject matter, are of no value.
4. Donors should speak with staff at the Circulation Desk prior to leaving gift materials at the Library. A staff member will quickly sort through the gift materials to verify that all materials are acceptable and in good condition. Any gift materials not satisfying the above conditions will be returned to the donor, recycled or disposed of.
5. Gifts are accepted with the understanding that there are no restrictions on the Library's right to use the gift materials in any way it deems fit or necessary. Accordingly, gift materials may be added to the Library's collection, sold, given to or exchanged with other libraries, given to the Friends of MPL, Inc., sold in book sales to benefit the Library, or discarded.
6. When the donor places restrictions or special conditions on the gift, such gift will not be accepted unless the Board of Trustees makes a special exception after due consideration.
7. The Library welcomes gifts of cash for direct purchases of Library materials and will try

to accommodate the subject or title preferences of the donor. A bookplate recognizing the donor will be affixed to the material, if desired. The Library is recognized by the Internal Revenue Service as a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code. The Library is qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. The Final Determination Letter from the IRS can be provided upon request. All gifts of money will be reported on the weekly deposit forms or the monthly investment reports. The source and purpose of each gift will be listed.

8. By law, the Library cannot appraise the value of gifts. However, the Library will issue the donor a letter acknowledging the gift with the number and type of items, if requested.

I. Reconsideration of Materials or Programs

A Library patron may request that the Director reconsider retaining certain materials that they find objectionable. The Director or Library staff members will ask the patron to complete a Request for Reconsideration of Library Materials or Programs Form designed for this purpose. The Director will respond in writing within thirty days (30) of receipt of the Request for Reconsideration of Library Materials or Programs Form. The response will indicate the action to be taken, if any, and reasons for or against the request. An item or program 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 and Maintenance Policy. The challenged material will not be removed from the collection solely because a request for consideration has been filed. The challenged material and the Request for Reconsideration of Library Materials or Programs Form will be reviewed by the Director and the Board of Trustees to determine if the material meets the selection criteria. If the material meets these criteria, it shall not be removed from the collection.

This policy was amended by the Board of Trustees on October 8, 2024.
This policy was adopted by the Board of Trustees on March 8, 2022.

Massena Public Library

Request For Reconsideration of Library Materials or Programs Form

Title of Item or Program _____

Author _____ Date _____

What objections do you have to the material or program? Please cite specific pages and/or passages. Are your objections moral, political, religious, or aesthetic?

How was the item or program brought to your attention?

What have you heard or read about the material or program? What was the source of the information about this item?

What do you think is the theme or intent of the material or program?

Is there anything good or of value to this material or program?

What would you like the library to do with/about this item or program?

Name _____ Phone_____

Address _____ Email_____

Are you speaking on behalf of an organization or group? _____

If yes, what organization or group? _____

This policy was amended by the Board of Trustees on October 8, 2024.
This Policy was adopted by the Board of Trustees on January 11, 2022.