

Greece Public Library Collection Development Policy

The Greece Public Library provides free, open and equal access to ideas and information for all members of the community. The library recognizes its responsibility to carefully select and maintain its print, non-print and digital collections in support of its mission to make resources available to every patron regardless of national origin, age, background or personal beliefs.

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 resources.

Access Statement:

The Greece 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.

Scope of the Collection:

The collection serves Greece residents from birth through adulthood.

The **Children's Collection** serves children from infancy to 12 years of age, as well as parents, caregivers, teachers and professionals involved in service to children. Responsibility for monitoring a child's access to library resources rests with the parent or legal guardian.

The **Young Adult Collection** focuses on the informational and recreational needs of adolescents (ages 13-17); additional materials purchased for young adults can be found throughout the adult non-fiction collection.

The **Adult Collection** serves adults of all ages and includes a wide range of materials in a variety of physical and digital formats.

Responsibility:

Authority and responsibility for the selection of library resources are delegated to the library director by the board of trustees. At the discretion of the director, qualified staff is assigned selection responsibilities.

Criteria for Selection:

Standard professional journals, as well as popular and local media sources, are used in the selection process. 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 Greece 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
- Scarcity of library material on a subject
- Price

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

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. 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/or relevancy
- Low use
- Online availability of content
- Space limitations as new items are acquired
- Multiple copies of a title no longer necessary

Enhancing the Collection:

The library welcomes input from the community about its collection. A "Request a Purchase" procedure is in place whereby Town of Greece residents can recommend that the library acquire an item that it doesn't own. The form is available online at <http://www.greecepubliclibrary.org/purchase-request> or at the library's information desks. The library will respond to requests within 72 hours.

In addition, the library is a member of the Monroe County Library System (MCLS); a federation of 20 independent public libraries in Monroe County. Materials of MCLS libraries are in one catalog and are available for borrowing throughout the county. If an item is not owned by any MCLS library, staff can assist with determining whether it is available from outside of MCLS through interlibrary loan.

Whether an item is owned by another MCLS library or is available through interlibrary loan may influence the library's decision to acquire an item.

Request for Reconsideration of Library Materials

The Greece Public Library welcomes comments and suggestions regarding the continued appropriateness of materials in the collection. Suggestions will be considered and 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. Staff is available to discuss concerns and identify alternative materials that may be available. If a concern is not satisfied through discussion with staff, a formal, written request for reconsideration of library materials may be submitted to the library director. Copies of this form are available at the library's information desks.

The Greece 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 laws.

For a request for reconsideration to be considered, the form must be completed in full. The patron submitting the request must be a Town of Greece resident and hold a Monroe County Library System library card in good standing. The library director will respond in writing within thirty days of receipt to the patron's request for reconsideration. The response will indicate the action to be taken and reasons for or against the request. An item will only be evaluated for reconsideration once in a six-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 library director's decision may be appealed at the Greece Public Library Board of Trustees level by sending correspondence to:

ATTN: Library Board President
Greece Public Library
2 Vince Tofany Blvd.
Greece, NY 14612