

DEWITT COMMUNITY LIBRARY COLLECTION DEVELOPMENT POLICY

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I. INTRODUCTION

The DeWitt Community Library collection is developed and managed to meet the cultural, informational, educational, and recreational needs of area residents. The Library develops and maintains a patron-focused collection by anticipating and responding to patron needs and expectations.

The purpose of this policy is to inform the public and guide Library staff about the principles of collection development and management. *Collection development* is the process of evaluating and selecting materials available for purchase or licensing according to the Library’s mission and goals. *Collection management* is the ongoing process of evaluating existing materials and making decisions about retention, withdrawal or reformatting in accordance with the Library’s mission and goals. These policies also define the Library’s philosophy regarding intellectual freedom and the Library’s role in ensuring free access to information.

A. Library Mission Statement

The people and resources of DeWitt Community Library shall serve our valued patrons through the free exchange of information, knowledge, and ideas that foster personal, professional, and community achievement.

B. Philosophy and Objectives

1. Who we serve

The DeWitt Community Library serves the residents of the Jamesville-DeWitt school district and welcomes all visitors. Patrons holding a valid library card in good standing from any library in the Onondaga County Public Library system may borrow circulating materials.

2. Our philosophy

The Library selects materials to represent many points of view and does not promote or endorse particular beliefs or opinions. Some items in our collection may express views or contain language that might be offensive to some people. The Library believes that patrons should make their own judgments and decisions about the content of library materials.

All patrons have equal access to all library holdings. The Library affirms the right and responsibility of parents to determine and monitor their child's use of Library materials, including use of the Internet. Parents are responsible for enforcing any individual restrictions that they may place on their child's use of Library resources. The staff of the Library does not act in place of or in the absence of the parent.

3. Collection priorities

The Library's collections are designed to foster a love of reading, support literacy skills necessary for lifelong learning, and provide access to information through appropriate print and online resources. Special emphasis is given to: print and audiovisual materials that are of current interest and in heavy demand; children's books and media; materials of local interest; and, to recreational literature. Electronic resources provide a depth and scope of research material that significantly expands the Library's access to information.

The DeWitt Community Library respects the unique function of other area libraries and strives to avoid duplication of resources held in those libraries unless duplication is justified by patron demand. In general, the Library does not purchase textbooks, curriculum, or academic study materials if those materials lack general interest.

C. Our Current Collection

The collection currently contains over 80,000 items including books, periodicals, audio tapes, videos, blu-rays, CDs and electronic resources. Most items in the collection are in English; however, the Library has begun a multicultural children's collection that offers dual-language titles in Spanish and other languages. The Library boasts a strong children's collection that includes fiction, non-fiction and children's media. Popular fiction, biographies and media titles may be found in Quick Pics, i.e., available for short-term loan, as well as in our regular collections. In addition to popular fiction, the Library holds extensive collections of literature, fantasy, science

fiction, graphic novels, urban literature and classic and modern mysteries. A selection of titles in large print is also available. The Library's extensive non-fiction collections are organized into book-style categories for easy browsing. Of special note are collections in: history, local interest, travel, true crime, cooking, parenting and careers.

Researchers have access to more than twenty licensed databases. The NY State Library currently provides free access to online resources through the New York Online Virtual Electronic Library (NOVEL). Popular databases include the Ferguson Career Center, Health and Wellness Resource Center, and Heritage Quest.

D. Materials Funding

The Library recognizes the need to make responsible materials selection decisions based on available Library resources, including budget, staffing, and facilities considerations. The materials budget is set annually by the Board of Trustees, and separate budget lines are allocated for books, electronic resources, periodicals, CD's & Audio Tapes, DVD's and electronic resources. Additional funding for Library materials may come from grants or donations.

E. Collection Access through the Onondaga County Public Library System

The DeWitt Community Library provides access through its online catalog to more than a million items held in Onondaga County Public Libraries. Patrons holding a valid library card in good standing from any library in the Onondaga County Public Library system may borrow circulating materials.

The catalog may be accessed through our library web site at www.dewlib.org, at any of the Library's public computer workstations, or at any Onondaga County Public Library.

II. THE SELECTION PROCESS

A. Selection Responsibility

The Library Board of Trustees establishes library policy, including collection development policy. The Executive Director administers policy set by the Trustees and is responsible for management of the collection. Individual decisions regarding selection and acquisition of materials, weeding, and discarding may be delegated to the staff members who are responsible for specific subject areas or formats.

The selection of materials for the Library's collection does not constitute an endorsement of the materials' content by the Board of Trustees, the Executive Director or the Library staff. Decisions

are made based on the merits of the individual item, the value of the item in relation to the collection as a whole, and the degree to which addition of the item serves the interests and needs of our patrons.

B. Selection Criteria

1. General criteria

The DeWitt Community Library strives to develop an exceptional collection for a diverse population and to provide materials that consider a variety of perspectives. When examining materials for inclusion in the collection, certain criteria must be met, but no one criterion is more important than another. The criteria used may differ slightly depending on the needs of specific subject areas. Additionally, the fact that an item has been added to the collection does not constitute an endorsement by the DeWitt Community Library of either the content or the viewpoints it expresses.

2. Adult fiction selection criteria

The fiction collection includes contemporary materials which fill current demand for popular genres. Current fiction in great demand is purchased extensively, and multiple copies of popular works are usually acquired. One copy of the titles in greatest demand is placed with our Quick Pics collection to ensure availability. Additional copies of these titles may be found in the New Fiction section of the collection.

The collection supplements modern fiction with a core collection of proven classics. These titles may be found in the Literature section or in the Fiction collection. In addition to general fiction, the Library has separate collections for the following genres: mysteries, westerns, romance, science fiction, adventure and fantasy. A variety of formats, including regular print, large print, paperbacks, and graphic novels are selected.

The Library makes every effort to acquire fiction which:

- Is representative of the cultural and ethnic community that it serves
- Satisfies the diversity of interests and recreational needs of its users
- Provides a well-balanced and broad selection of materials

An attempt is made to provide the complete works of series authors, but due to use and budget constraints, gaps may occur.

3. Nonfiction selection criteria

The Library selects materials in all subject areas; decisions to add items to the collection are based on the quality of the work, needs of the community, and popular demand. Works added to the collection can be of lasting or current value and are evaluated as a whole and not on the basis of a specific section.

The Library considers the following general criteria when selecting materials for purchase:

- Reputation of the author
- Accuracy of information
- Timeliness
- Impartiality or lack of bias
- Comprehensiveness of coverage
- Popular demand
- Permanent significance
- Availability of similar material within the Onondaga County Public Library system or in electronic format
- Organization and ease of use
- Quality (determined by reviews)
- Durability of format
- Cost

4. Large print selection criteria

The focus of the large print selection is to offer simultaneous editions of current, bestselling fiction and a limited selection of non-fiction books in large print format for those with visual impairments and those who prefer a larger font size.

5. Children's fiction and non-fiction

The Library's children's collections serve children from infancy through grade six. To encourage life-long reading habits, the children's collection provides a wide range of materials in different formats to satisfy and stimulate the informational, cultural, learning, and recreational needs of children.

Parents or legal guardians are responsible for monitoring materials used by their own children. Library selection decisions are not influenced by the possibility that materials may be accessible to minors, and items containing mature content are not specially labeled by the Library to indicate such content. All selection must be considered in terms of the following general criteria:

- Suitability for meeting the needs of the children in the community and appeal to the interests of the community
- Artistic excellence; literary merit; technical quality; quality of presentation

- Reputation and/or significance of the author
- Accuracy, authority, and currency on the subject
- Comments by reviewers
- Popular demand and current trends
- Relation to existing collections and other material on the subject
- Skill, competence, and purpose of the author
- Budgetary and space considerations
- Suitability of physical form for library use

Children’s collections include the following types of print resources:

- Picture Books
- Beginning Readers – this collection is to help emerging independent readers with letter sounds, word recognition, and sentence structure.
- Juvenile Magazines
- Juvenile Fiction –appropriate for first-time readers up to tweens
- Juvenile Graphic Novels –books that combine comics with text
- Juvenile Nonfiction – this collection represents a variety of subject areas; the Library has an extensive Folk & Fairy Tale collection, as well as Poetry books, and these are separated from the rest of the collection to encourage browsing. The Library also has a collection of juvenile Biographies that are in their own section.

Reference and professional materials for story time are also kept in the Library. Materials designed for adults who work with children are located in the adult collections and the Parenting Collection. Children’s fiction and non-fiction books dealing with the changing needs of children are also located in the Parenting Collection.

6. Children’s media

Children’s collections include the following types of audiovisual formats:

- Read-alongs/Kits – CD and book designed for children to listen to and read along
- Audiobooks – spoken word compact disc fiction and nonfiction materials
- Playaways – preloaded digital audiobook player
- Music Sound Recording – compact disc covering all varieties of music
- DVDs – feature titles and informational titles
- CD-ROMs – support educational, reference, and informational topics

7. Adult media

The Adult collections include the following types of audiovisual formats:

- Music Sound Recording – compact disc & MP3 on CD covering all varieties of music

- Recorded books – spoken word compact disc or cassette fiction and nonfiction materials
- Playaways – preloaded digital audiobook player
- DVDs – feature movies and non-fiction topics
- DVDs on MP3 - permits more content in a DVD format
- CD-ROMs –non-fiction topics

The audio collection represents significant performers, composers, and styles of popular and classical music in CD format. Emphasis is placed on recordings of popular music, musicals, folk music, jazz, and classical music. Recorded books include both fiction and non-fiction. Collections of spoken recordings, like books, emphasize popular high-demand items and concentrate on current fiction. These recordings are collected primarily in unabridged format. DVD recordings are licensed for home use only. Collections emphasize titles that stimulate imagination and intellectual growth with current, popular and lively themes. Contemporary and classic feature films are purchased, as are performances in music, dance and theater. Captioned DVDs are also collected to meet patrons' viewing needs.

For all media formats, selectors consider the quality of production, the subject's lasting value, its local appeal and its relationship to existing resources and collections.

8. Electronic resources

The DeWitt Community Library provides access to a collection of online databases. Our database collection includes NOVEL (New York Online Electronic Library) databases, made available through a program of the NYS Library; databases made available through the Onondaga County Public Library system, and; databases purchased by the DeWitt Community Library. Please note that the DeWitt Community Library cannot guarantee continuing availability of databases acquired through the NYS Library or through the Onondaga County Public Library.

Many databases contain specialized information beyond the scope of the library's print collections; others have information that does not exist in print format. These electronic materials are evaluated with consideration to cost, scope, timeliness of data, accuracy of information, ease of use, and popular demand.

9. Digital collections

The Library makes available downloadable digital audio books and e-books through Overdrive, a program sponsored by the Onondaga County Public Library. Selections are made with regard to patron interest, quality (as determined by reviews), and purchase price.

Overdrive products are searchable through the online public catalog (POLARIS) or through the OCPL “Digital Catalog” (<http://onlib.lib.overdrive.com/E0EAA30A-E634-4BBF-884D-C90F432C5BDD/10/387/en/Default.htm>) where patrons will also find additional information and support.

10. Language

The Library purchases adult fiction and non-fiction titles in English. The selectors will consider the purchase of materials in other languages if patron demand warrants and resources are available.

Our Multicultural Collection in the children’s room features dual-language titles in English-Spanish and other foreign languages.

C. Gifts and Memorials

Gifts or donations to the collection can be in the form of money or actual materials. Gifts of books and other library materials are gratefully accepted by the DeWitt Community Library with the understanding that they become the property of the Library unconditionally, and will be considered for addition to the collection in accordance with our Collection Development Policy. If items are not added to the collection, the Library reserves the right to sell them or to otherwise dispose of them. Gift materials will be acknowledged by a written receipt stating the date, donor’s name, and number of items donated, but the Library will not place a value on these items.

The DeWitt Community Library accepts donations of fiction and non-fiction books, children’s books, paperbacks, CDs and cassettes, and videocassettes and DVDs. These gifts are inspected by staff or volunteers for odor, water damage, wear, and age. We cannot accept dated materials such as magazines (except in the form of a gift subscription), reference books, or scholarly materials such as textbooks, study guides, or workbooks.

A memorial is created when money is donated to add books or other materials to the collection, usually in memory or honor of an individual or group. A memorial may be placed in the Library collection for reference or circulating use. The DeWitt Community Library will insert a memorial book plate for these items.

III. COLLECTION EVALUATION AND WEEDING

A. Evaluation Tools and Techniques

Selectors use a variety of tools to evaluate materials considered for addition to the collection. Among the resources used are: professional and trade journals, bibliographies and lists,

publishers' catalogs and promotional materials, print and online reviews, recommendations of peers, information provided by account representatives and/or vendors, and patrons' suggestions.

B. Evaluation and Weeding

Systematic evaluation and weeding of the collection is required in order to keep the collection responsive to patrons' needs, to insure its vitality and usefulness to the community, and to make room for newer materials. Weeding requires knowledge of the collection, the community, patterns of library use, and selection principles. Evaluation and weeding are the responsibility of the Library staff member who makes materials selection decisions in specific areas of the collection. An item may be withdrawn if it has circulated infrequently, has been superseded by a new edition or a more current work of equal or better quality on the same subject, or has been suffered physical damage.

C. Withdrawn Items

Items withdrawn due to loss, damage, or excessive wear are not automatically replaced. Factors that may determine if a lost or damaged item is replaced include: circulation history, the number of copies owned by the Library or held in the county library system, the availability of newer materials on the subject, the (historic, literary or content-based) importance of the work in its subject area, and its cost.

Withdrawn materials which are in readable condition will be put in the Library book sale. Materials withdrawn from the reference collection which retain informational value may be transferred to the circulating collection.

IV. INTELLECTUAL FREEDOM AND REQUESTS FOR RECONSIDERATION

A. Introductory Statement

The Library selects materials to represent many points of view and does not promote or endorse particular beliefs or opinions. Some items in our collection may express views or contain language that might be offensive to some people. The Library believes that patrons should make their own judgments and decisions about the content of library materials.

This principle applies to all formats included in the Library's collection. Selections are made with consideration of the Library's Collection Development Policy, and not on the basis of anticipated approval or disapproval. Exclusion of materials may occur due to cost, accessibility, limited demand or lack of documentation, but never solely because of frank expression, coarse language, viewpoint or mature content.

Comments from members of the community about the collection or individual items in the collection frequently provide useful information about interests or needs that may not be adequately met by the collection. The Library welcomes expression of opinion by patrons, but will be governed by this Collection Development Policy in making decisions about the collection.

B. 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.

1. 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background or views.
6. 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.

Adopted June 18, 1948; Amended February 2, 1961, June 27, 1967, and January 23, 1980
inclusion of "age" reaffirmed January 23, 1996 by the ALA Council.

ALA's Library Bill of Rights can be found online at the following URL:

<http://www.ala.org/ala/issuesadvocacy/intfreedom/librarybill/index.cfm>

C. American Library Association Freedom to Read

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.
2. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.
7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a bad book is a good one; the answer to a bad idea is a good one.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991 by the American Library Association Council and the Association of American Publishers Freedom to Read Committee.

ALA's Freedom To Read statement can be found online at the following URL:

<http://www.ala.org/ala/aboutala/offices/oif/statementspols/ftstatement/freedomreadstatement.cfm>

D. American Library Association Freedom to View

The freedom to view, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest possible access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video and other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

ALA's Freedom to View statement can be found online at the following URL:

<http://www.ala.org/ala/aboutala/offices/oif/statementspols/ftvstatement/freedomviewstatement.cfm>