



## Collection Development Policy

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The purpose of York Public Library's Collection Development Policy is to summarize the framework by which our collection is created and shaped; how it's maintained; and how it reflects community needs while simultaneously being protected from societal and political pressures. A Library's collection is an ever-changing, living, breathing entity. Our Collection Development Policy guides professional staff in their selection of materials and ensures that over time, our collection remains relevant, vibrant, current, and responsive to the needs of the entire community.

### Selection Objectives

Library collections support Library missions. York Public Library's mission is: "York Public Library is guided by the past and focused on the future. Our mission is to provide free and equitable access in our commitment to connecting people, advancing learning, and promoting creativity."

York Public Library recognizes the diversity of its users and potential users, and selects materials accordingly, striving, in general, for breadth rather than depth. In addition to providing content on a wide variety of subjects, the Library makes an effort to acquire materials representing multiple points of view.

### Selection Criteria

Professional staff use their training, knowledge, judgment, and expertise along with the following general criteria (listed in no particular order) to select materials for the collection:

- Current or anticipated demand
- Relevance to interests and needs of the community
- Relevance to the existing collection's strengths and weaknesses
- Current or historical significance of the author or subject
- Suitability of format to Library collection, circulation, and use
- Quality: in addition to the overall physical condition of the item...
  - Picture books, art books, etc: the quality of illustration and reproduction.
  - Audiovisual materials: production quality
  - Nonfiction: accuracy, authority, and currency
- Authority: reputation and qualifications of the author, publisher or producer, with preference generally given to titles vetted in the editing and publishing industries
- Availability of item

- Accessibility and availability of pertinent indexing guidelines. In the case of digital media and online platforms, the availability of library licensing
- Cost, budget

### **Selection Aids**

Because it is not possible to personally view/listen to/read the large number of books and audiovisual materials published annually, selectors rely on reviews, lists of award winners, and standard bibliographies to guide them in their selections. Reviews found in professional and general periodicals and in regional newspapers are the primary tools used to determine the degree to which a particular title meets the selection criteria. While every reasonable effort is made to find one or more reviews of all titles added to the collection, items for which no review is available may be acquired if there is significant public demand or a strong need due to scarcity of material in the subject area.

### **Patron Recommendations**

Patrons may request items YPL does not own. Each request is considered using the selection criteria stated above. Availability in the Minerva consortium or Maine libraries may also be considered.

### **Gifts of Materials**

Gifts of library materials or funds to purchase materials are subject to the same selection criteria stated above. The Library's professional staff reserves the right to accept or refuse items which do not meet these criteria. When funds are gifted to the Library, donors are welcome to specify subject areas, but the selection of specific titles remains the professional staff's responsibility. An effort is made to purchase books of lasting value, however the Library retains the right to remove items from the collection when deemed appropriate due to poor condition, lack of patron interest, inaccuracy of the information contained in them, or any other standard rationales for de-acquisition. Gift materials will be shelved, classified, and circulated using the same criteria applied to the rest of the collection. The Library cannot appraise items for tax purposes; please consult your tax professional in these instances.

### **Affirmation of Intellectual Freedom**

The York Public Library values a free and inquiring society, does not support censorship, and affirms its support of the *Library Bill of Rights*, *Free Access to Libraries for Minors*, the *Freedom to Read Statement*, and M.S.R.A. 27 § 121 Confidentiality of library records. Unlike schools, the Library does not operate *in loco parentis*; parents or legal guardians have sole responsibility for the use of materials by their minor children.

### **Controversial Materials**

Materials on controversial issues that present only one side of a question or are written in a violent, sensational, or inflammatory manner will ordinarily not be selected. Items which are lewd with deliberate intent shall not be selected for the collection, however no item shall be judged for exclusion based on single passages out of context and basing exclusion.

## **Requests for Reconsideration**

The Library recognizes that any given item may offend any given patron. Language, situations, or subjects that may be offensive to some community members, however, do not disqualify material whose value is to be judged in its entirety. Selection of materials will not be made on the basis of anticipated public approval or disapproval, but solely on the criteria set forth in this policy.

Parents or legal guardians are responsible for how children use the Library. Selection of Library materials will not be inhibited by the possibility that they may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents and no Library materials will be sequestered, except to protect it from damage or theft.

Patron concerns should be addressed to the Library Director. Patrons who wish to request an item be withdrawn from the collection shall complete a "Request for Reconsideration" form *in its entirety* and submit it to the Library Director, who will respond in writing within 30 days. If the patron does not agree with the Director's decision, s/he may appeal to the YPL Board of Trustees. Any such appeal will be placed on the agenda of the next regularly scheduled meeting of the YPL Board of Trustees. Their decision will be final.

## **Collection Maintenance: Weeding and Replacement**

YPL's collection is managed according to our mission and overall goals. In order to maintain a healthy, vibrant, useful, and relevant collection, items are withdrawn ("weeded") on an ongoing basis. Materials are weeded for multiple reasons including:

- Damaged or in poor condition and beyond repair
- No longer relevant to the needs and interest of the community
- Infrequent use or lack of demand
- No longer accurate or replaced by a newer edition

Discarded items will be offered to other libraries, to the Book Nook for sale, boxed up for charitable donation, or recycled, as appropriate.

## **Replacements**

Withdrawn materials are replaced based on the following:

- Availability of copies within the Minerva consortium, other Maine libraries, or online.
- Popularity
- Adequacy of coverage in the subject area
- Significance in subject area
- Cost and availability

**Approved by the York Public Library Board of Trustees May 13, 2021**



## REQUEST FOR RECONSIDERATION

Today's date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

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

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

Do you represent self? \_\_\_\_\_

Or an organization? \_\_\_\_\_ Name of Organization \_\_\_\_\_

### 1. Resource on which you are commenting:

Book  Movie  Magazine  Audio Recording  Digital Resource  Newspaper  Other

Title \_\_\_\_\_

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

### 2. What brought this resource to your attention?

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**3. Have you examined the entire resource? If not, what sections did you review?**

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**4. What concerns you about the resource?**

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**5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?**

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**6. What action are you requesting the Board consider?**

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