

Rockwell Falls Public Library Collection Development Policy Draft – Adopted July 18,
2023 awaiting one amendment

Mission of the Rockwell Falls Public Library

Recognizing the dynamic nature of our community the Rockwell Falls Public Library's mission is to provide opportunities for lifelong learning and leisure. We enrich the lives of our neighbors by offering relevant resources, a supportive staff, and a welcoming place for our community to come together.

Selection Policy Objectives

The Rockwell Falls Public Library's materials collection is developed and managed to provide all individuals in the community with carefully selected books and other materials to meet their cultural, informational, educational, research and recreational needs. The library's professionally trained and qualified staff builds and maintains a patron-oriented collection by anticipating and responding to needs and expectations.

Collection decisions are made in conjunction with the strategic initiatives:

- The library supporting lifelong learning and reading for leisure
- Popular appeal/demand
- Suitability of material for the community
- Existing library holdings
- Budget
- Critics by reviewers
- Importance as a document of the times
- Commitment to service excellence by promoting access and removing barriers.

Reviews are a major source of information about new materials. The primary source(s) of professional reviews are NovelList, the New York Times Book Review, Library Journal, School Library Journal, and Kirkus.

The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is given to requests from library patrons and books discussed on public media. Materials are judged based on the work as a whole, not on a part taken out of context.

Responsibility for Section

The Rockwell Falls Public Library staff contributes to the development of patron-oriented collections by:

- Engaging in open, continuous two-way communication with library patrons and recognizing that individuals have diverse ways of expressing their needs based on age, language, economic status, culture, or other characteristics
- Interacting with patrons with understanding, respect, and responsiveness
- Handling all requests equitably

Working in partnership with one another to understand and respond to community needs and the obligations that a public library has to its patrons

Public Library Selection Criteria

The Rockwell Falls Public Library community is diverse and represents a broad demographic representation. <https://censusreporter.org/profiles/97000US3613110-hadley-luzerne-central-school-district-ny/>

The Rockwell Falls Public Library provides collections containing a wide variety of material formats, including print, audio-visual, and electronic for adults, children, and teens. Materials represents the broad range of human experience, reflecting the ethnic, religious, racial, and socio-economic diversity not only for the Rockwell Falls community but also the larger global perspective. The collection provides a broad range of opinions on current issues.

Additions to the collection is not an endorsement of a particular viewpoint.

To build a collection of merit, materials are evaluated according to one or more of the following standards. An item need not meet all these criteria to be acceptable.

General Criteria:

- Present and potential relevance to community needs
- Suitability of physical form for library use
- Suitability of subject and style for intended audience
- Cost and budget
- Importance as a document of the times
- Relation to the existing collection and to other materials on the subject
- Attention by critics and reviewers
- Potential user appeal
- Requests by library patrons

Content Criteria:

- Authority
- Comprehensiveness and depth of treatment
- Skill, competence, and purpose of the author
- Reputation and significance of the author
- Objectivity
- Consideration of the work as a whole
- Clarity
- Currency
- Technical quality
- Representation of diverse points of view
- Representation of important movements, genres, or trends
- Vitality and originality
- Artistic presentation and/or experimentation
- Sustained interest
- Relevance and use of the information
- Effective characterization
- Authenticity of history or social setting

Special Considerations for Electronic Information Sources

- Ease of use of the product
- Availability of the information to multiple simultaneous users if possible
- Equipment needed to provide access to the information
- Technical support and training
- Availability of the physical space needed to house and store the information or equipment
- Available in full text

Acquisitions Procedures

- The library director is ultimately responsible for selecting and maintaining all materials and formats in the collection. The director has education, training, experience, and job classification.

- All materials and formats are selected or approved for the library's collection by staff who are qualified to do so by reason of education, training, experience, knowledge of subject area, and job classification.
- Approved materials can be selected for the various collections by reason of education, training, experience, or job classification.
- Understanding and responding to rapidly changing demographics, as well as societal and technological changes.
- Purchasing materials of varying complexities and formats are necessary to satisfy diverse needs of library users
- Balancing individual needs and broader community needs in determining the best allocation of a limited collection budget for acquiring or providing access to materials and information
- Seeking continuous improvement through ongoing measurement
- Reviewing the collection on a regular basis to identify areas of community interest that may need to be strengthened

Public Library Special Collections

Public Library Gifts and Donations

The Rockwell Falls Public library accepts (at the discretion of the Library Director) gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the Library Director can dispose of them as he/she sees fit.

The same criteria of selection which are applied to purchased materials are applied to gifts. Memorial gifts of books or money are also accepted. It is desirable for gifts of or for specific titles to be offered after consultation with the Library Director. Book selection will be made by the Library Director if no specific book is requested.

It is not within the library's domain to assess the financial value of donated materials. However, a list of gift materials will be given to the donor if it is requested before the materials have been processed.

Gifts received by the library not added to its collection shall be used for a book sale, donated to other community groups or organizations, or discarded.

Public Library Collection Maintenance and Weeding Policy

The Rockwell Falls Public Library withdraws items from the collection, basing its decisions on factors, including publishing date, frequency of circulation, community interest, and availability of newer or more valid materials.

Weeding

An up-to-date, attractive, and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions.

This ongoing process of weeding is the responsibility of the Library Director and is authorized by the Board of Trustees.

Purpose of weeding

- To remove materials that are not being used to make it easier for patrons to find the materials they want. The shelves should be about $\frac{3}{4}$ full to leave room for new books and to make browsing and retrieving materials easier.
- To identify misleading or incorrect information, which could be a detriment to patrons.
- To remove worn or damaged materials, which ensures the collection appears well-cared for.

Process

1. Check for unneeded duplicates
2. Check for materials in poor condition
3. Run "Dusty Book" report and go through title by title, considering:
 - a. Last circulation date
 - b. Publication date
 - c. Total number of circulations
 - d. Guidelines below
 - a. Last circulation date
 - b. Publication date
 - c. Total number of circs
 - d. Guidelines below

Guidelines

Nonfiction

Consider weeding books that have not circulated in 10 years.

Special considerations in each section:

000s- General

- The age of computer/software manuals and if the product has been superseded by a new model/edition

100s- Philosophy and Psychology

- Clinical psychology books after 5-10 years
- Fad self-help books that are no longer popular

200s- Religion and mythology

- Religious works rarely become dated but keep an eye out for dated language

300s-Social Sciences

- Books that are no longer relevant to current political campaigns (Check for similar books in the 900s)
- Finance/investment after 10 years from publication date
- True Crime based on popularity/condition
- Cross check 360s against 600s and make sure information about illnesses or disabilities are not outdated.
- College guides/test prep after about 5 years

400s-Language

- Section tends to age well

500s-Science

- Science/math subject guides that are outdated/superseded
- Science books that do not reflect current theories

600s-Applied Science and Technology

- Pay special attention that health books are up-to-date
- Pay attention to cross over between 620s/690s/720s
- Job search books every 5 or so years as trends change
- Cookbooks that are in bad physical condition or fad diets

700s-Arts and Recreation

- Craft/architecture/design books with outdated styles
- Photography books with outdated technology/technique
- Sports books if the person is no longer of interest/popular

800s-Literature

- Minor writers that are not being read
- Humor books from comedians who are no longer popular; watch for outdated language

900s-Geography and History

- Outdated guidebooks
- Personal war memoirs in favor of broader histories
- Outdated books on Europe that do not account for shifting boundaries
- Retain books that collect primary documents or include archival photographs
- Retain books with local interest

920s-Biographies

- Figures who are no longer popular

- Poorly written biographies published shortly after death/scandal

Fiction

Consider weeding books that have not circulated in 5 years.

Mystery

Consider weeding books that have not circulated in 3 years as shelf space tends to fill up quickly in this genre

Series

When series are not circulating, assess the number of each title in the SALS system, and remove titles that can be ordered from other libraries. Consider removing the middle of the series to hook new readers and keep up with the latest titles. If an entire series is not circulating, consider removing it.

Children's Fiction

Consider weeding books that have not circulated in 3 years.

Hang on to classics/award winners, but update copies that are in bad shape.

Non-Fiction

Use adult standards with special consideration of outdated or erroneous information.

Young Adult Fiction

Consider books that have not circulated in 2 years as popularity in this genre goes in and out of fashion quickly.

Hang on to classics/award winners but replace copies that are in bad shape.

Children's Non-Fiction

Use adult standards with special consideration of trends or personalities that are no longer popular (i.e., social media stars). Know local school curricula to determine if children are using some sections for reports.

Media

DVDs, music, video games

Consider weeding damaged/scratched materials or those that have not circulated in 2 years. Consider weeding old formats such as VHS.

Audiobooks

Consider weeding damaged/scratched materials and follow guidelines for fiction/nonfiction.

Disposal

1. Save good-looking books for Library book sales.
2. Offer the rest up for free.
3. Recycle books that are in poor condition, are misleading/inaccurate, or are not being picked up as freebies (after 4 weeks).

Items dealing with local history are an exception, as are certain classics and award-winning children's books. Fiction that was once popular but no longer in demand and non-fiction books that are no longer useful are withdrawn from the collection.