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Collection Development Policy

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Section 1: Collection Development Policy Statement
One of the goals of the Seymour Library is to provide all residents of the village of Brockport and the towns of Clarkson and Sweden with carefully selected materials (e.g., books and videos) to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

The materials selection/collection development policy is used by the library staff in the selection of materials and serves to acquaint the general public with the principles of selection.

The Library Bill of Rights and The Freedom to Read Statement have been endorsed by the Seymour Library Board of Trustees and are integral parts of this policy.

The Library strives to maintain a well-rounded collection within the confines of budget and space. Selection of library materials is based on professional selection tools and not on the race, nationality, social, political, and religious views of the author. It should be noted that selection of any material should not be construed as an endorsement by the Library of the views contained therein.

Section 2: Responsibility for Collection
The responsibility for the collection rests with the Library Board. The responsibility for selection and maintenance of materials rests with the Library Director. The Library Director can assign specific selection decisions to appropriate staff members to be made within the bounds of budgetary and space constraints, and in accordance with the established criteria for material selection; however,

because the Director must be available to answer to the Library Board and the general public for actual selections made, the Director has the authority to reject or select any item contrary to the recommendations of the staff.

Section 3: Criteria for Selection of Library Materials

Resources are selected for use by individuals and groups within the Library's communities who have widely separate and diverse interests, backgrounds, cultural heritages, and political/social affiliations. The selection of all library materials should be as objective as possible. The Library makes every attempt to present differing points of view. To this end, the materials budget is expended in such a way that the various demands made upon it are proportionately served.

Selection policy is guided by the First Amendment of the U.S. Constitution, the American Library Association *Library Bill of Rights*, the American Library Association guidelines on *Freedom to Read,* and the *Access to Electronic Information, Services, and Networks,* as well as professional library review media.

Material considered for purchase will be selected based on:

Quality

The literary and educational merit, recency of information, accuracy, effectiveness of presentation, and comparison with other published materials on the same subject are considered, as seen in professional review media and/or by examination by a librarian. Judgment is based on the material as a whole, and not on the presence of individual words, phrases, or episodes alone.

Consideration will also be paid to the quality, durability, and appropriateness of the materials' physical construction.

Balance

All sides of an issue will be represented within budget limitations and availability of materials. No materials will be excluded because of the origin, background, or views of those contributing to their creation.

Popular Appeal/Demand

Expressed interest by the community will be considered in selection decisions.

Although no attempt will be made to supply school textbooks, a book will not be rejected simply because it is a textbook. When space and budget permit, the Library will acquire materials that appear on school reading lists. Cooperation between local schools and the Library is encouraged.

Suitability for Age Level

The selection criteria for juvenile, young adult and adult materials will differ. These criteria are supported in the Seymour Library Collection section (Section 4) and the Censorship and Reconsideration section (Section 7) of this policy.

Seymour Library Patron Requests

The Library welcomes input from the community about its collection. A "Request a Purchase" procedure is in place whereby Seymour Library patrons can recommend that the Library acquire an item that it does not own. The form is available at the Library's information desks.

Existing Library Holdings

The Library strives to build a balanced collection characterized by materials of current popular interest, as well as materials of permanent worth.

The purchase of multiple copies of materials will be based on community needs and interest, the importance of the item and budget considerations.

Section 4: Seymour Library Collection

Adult: The general adult collection reflects the diversity of reading, viewing, and listening interests of the community including popular fiction and general nonfiction, both print and electronic. Purchases are made in response to popular demand, and/or provide a balanced, up-to-date collection within budget constraints.

Young Adult: The objective of the young adult collection is to provide print, electronic, and non-print materials for teenagers and tweens, generally of middle and high school age (11-18 years). Materials include those for recreation, general information and formal research purposes.

Juvenile: The juvenile collection provides the best materials available within reasonable budget limitations for all the community's children from infancy to grade five, as well as parents, caregivers, teachers, daycare centers, and homeschoolers.

To serve this age range, materials in a wide variety of reading levels and formats are maintained to serve the informational and recreational needs of our children.

School curriculum is supported with supplementary materials to enhance the students' learning experiences while leaving the main responsibility for curriculum support to the schools.

Audiovisual: The audiovisual collection provides varied genres and formats (e.g., audio books, compact discs, digital video discs and videos) to be used to support the community's recreational and informational needs.

Local History: The Library maintains as comprehensive a collection of materials related to Brockport, Clarkson, and Sweden local history as space and funding allow.

Section 5: Maintenance

In an effort to maintain a vital, up-to-date, and useful collection, the Library continually evaluates its collection. Materials are withdrawn (weeded) from the collection if they contain outdated information, are no longer in demand, are in poor or irreparable physical condition, are available online, if multiple copies of a title are no longer necessary, or if a part of a set or series has become incomplete.

Library materials will be retained that have regular, on-going use, contain local information, have permanent value based on literary (e.g., award winners) or scholarly excellence or if replacement material is not available.

Section 6: Gifts
The Library welcomes gifts of books and other materials with the understanding that it will apply the same selection criteria to gifts (material or monetary) as are applied to purchased materials.

All gifts of materials are accepted without commitment as to final disposition (see "Gifts to the Library").

Section 7: Censorship and Reconsideration
The Library supports the First Amendment of the United States Constitution, the American Library Association *Library Bill of Rights*, the American Library Association guidelines on *Freedom to Read,* and the *Access to Electronic Information, Services, and Networks*. The Library's Collection Development Policy should be viewed through the prism of these prevailing documents.

It is inevitable that a public institution serving a diverse people will be unable to please all of those people all of the time. Not all materials will be suitable for all members of the community. Selection of materials will not be made based on anticipated approval or disapproval, but solely based on the principles stated in this policy. The Library also encourages parents or legal guardians to take an active role in helping their children make their reading, viewing, and listening choices. Parents have the primary responsibility to guide and direct their own minor children. A work will not be excluded from the Library's collection because it presents an aspect of life honestly or because of frankness of expression.

No materials will be excluded from the Library solely because of the race, nationality, political, religious or social views of the author. The only acceptable form of censorship is self-censorship. Individuals are free to reject materials for themselves. They cannot, however, restrict the freedom of others.

The Library does, however, recognize the right of residents to question library materials. After speaking with the age-appropriate Librarian or Director about their concerns, a patron may then file a reconsideration request (see "Reconsideration of Library Materials").

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