



## **MATERIALS SELECTION AND COLLECTION DEVELOPMENT POLICY**

The Guilderland Public Library acquires materials that will fill educational, informational and recreational needs of the community and attempts to anticipate and plan for future needs. These materials shall represent the broadest spectrum of print and non-print media available. An effort shall be made to cover all subject areas; concentrations may be placed on particular fields with heavy public demand. Priorities may be determined by budgetary constraints.

### **Guiding Principles**

Free and convenient access to the world of ideas, information, and the creative experience is of vital importance to every citizen today. Therefore, the guiding principles of the Guilderland Public Library's *Materials Selection and Collection Development Policy* are consonant with and supportive of the American Library Association's *Library Bill of Rights* (adopted by the Association June 18, 1948), the Guilderland Public Library's *Freedom to Read* policy (adopted by the Board of Trustees May 23, 1995, reaffirmed July 11, 2002) and the Guilderland Public Library's *Freedom to View* policy (adopted by the Board of Trustees Sept. 12, 1989, revised Feb. 8, 1996 and reaffirmed July 11, 2002). These policies have been approved by the Board of Trustees and are separately available.

The materials in the Guilderland Public Library shall be selected, organized, preserved, and made available to all library users.

The Library shall make known to the community via calendars, newsletters, and the media the availability of its services and attempt to reach unserved areas of the community through such methods as deposit collections, service to shut-ins, and the like, wherever it may be deemed appropriate and feasible.

The purpose of the Guilderland Public Library *Materials Selection and Collection Development Policy* is to guide librarians and inform the public about the principles on which selection is based.

### **Objectives Of Selection**

Selection may be defined as the decision that must be made to add materials to the collection, or to retain materials already in the collection. The primary objectives are:

- A. To maintain a well-balanced and broad collection of materials for information, reference, and research. Emphasis will not be placed on scholarly works, but on materials, which will be considered accessible to the lay reader.
- B. To provide materials which support educational, cultural, and civic activities in the community.
- C. To collect materials of contemporary significance, as well as permanent value.
- D. To provide materials for recreation and enlightenment.
- E. To provide a selection of transitory, as well as experimental, materials.

Criteria used in selecting materials for the collection include usefulness, readability, appearance in standard review sources, authority or significance of author, quality of writing, relationship to present collection and availability of similar material, reputation of publisher, timeliness and permanence, format, organization of work, price, etc. For non-fiction works, the primary criteria will be the timeliness of the material and the availability of indexes or bibliographies particularly in areas, that become quickly outdated.

### **Responsibility For Selection And Guidelines**

The Director has ultimate responsibility for materials selection. The Director may designate other professional librarians on the staff with expertise in certain areas to order materials in those areas.

Guidelines to be used in materials selection may include:

- Favorable review in an accepted review source, or professional library standard lists, including newspaper reviews;
- Probability of heavy demand, and/or several borrower requests;
- Recognition by the Director of a need for particular material in the collection;
- Support for a library or community initiative or event.

### ***Serving Community Needs***

The collections of the Guilderland Public Library will serve all ages and groups, from preschool through senior citizens, from the recreational reader to the serious student and layperson. An effort will be made to serve each group with materials appropriate to that clientele.

Certain groups may require specialized materials, utilizing additional criteria for selection.

**These include, but are not limited to:**

### ***Serving The Needs Of Children***

- A. **Preschool and Elementary Children.**

The Library's primary objective is to instill in children an enjoyment and appreciation of reading for pleasure and information. Materials are selected to aid the growth and development of cultural, informational and recreational reading needs, to aid the growth of self-expression, and to contribute to the child's awareness of the world in which he or she lives. For school-age children, the Library will also provide materials which complement educational programs, supplementary reading, and special projects, but not textbooks unless there is no other source of information on the topic. The collection should supply a balance for other collections in the area, which are accessible to children, and should also serve the needs and interests of special groups within the individual community.

The collection serves all children from preschool level until the abilities and interests of each child would be better served by young adult and adult materials, providing meaningful material for children of all levels of ability, physical, and cultural backgrounds. Also included is material for adults working with children, and for parents to use in conjunction with their children. Materials available include books, periodicals, audiovisual materials, and electronic media.

An attempt will be made to provide supplementary material for class assignments for all grade levels. Areas, which are heavily used, such as medieval history and science, will be added as needed. Reference works (e.g., encyclopedias, dictionaries, and atlases) will be provided, supplemented by other general reference titles. For works of fiction the following will be considered: literary and graphic qualities, suitability of content, presentation for the age level, and vocabulary will be considered. Each year, Newbery and Caldecott Award titles will be purchased.

## **B. Preteens and Teens.**

Older children in the age level represented by grades 5-8 will be provided with as much supplementary material as possible to fill class assignments, without unnecessary duplication of materials available in the schools. An effort will be made to consult the schools to cooperate in supplementing the more curriculum-oriented materials in the schools. Similar criteria will be used in selecting materials for this age group as is used in children's materials.

Teen materials will be chosen with an awareness of the variety of interests, backgrounds, reading skills and development levels within this age group (late Middle School and High School). This collection is designed primarily to foster leisure reading rather than reference. Informational and reference needs are generally filled by the adult collection. Materials in a wide variety of formats will be provided to assist in the transition from juvenile to adult literature, although emphasis will be placed on paperbacks as a format favored by teens. The collection will include, in addition to titles written specifically for teens, some adult or children's books as needed or appropriate.

Works of fiction should be well written, and the aim is to have a collection balanced with mysteries, science fiction, romance, adventure, popular and serious works. Literary reputation of an author and publisher is considered, as well as public interest in an author. Works, which present an honest aspect of life, are not excluded for frankness of expression.

Works of non-fiction will generally be added to the adult non-fiction collection. However, some will retain the designation “young adult” to specify the age level for which the materials is geared. An attempt will be made to provide balanced materials on controversial topics.

### ***Serving Other Patron Needs***

Special collections may be acquired to meet specific needs.

#### **A. Visually impaired patrons.**

The Library will provide large-print materials, including, but not limited to, such items as books, the *Reader's Digest*, and selected articles from *The New York Times*, as well as Books-on-Tape or Books-on-CD. A Home Delivery service and/or deposit collections at facilities will be supplied for those who cannot come to the Library, as staff (or volunteer) availability permits.

#### **B. Literacy Materials.**

The Library will provide literacy materials for both students and tutors, including, but not limited to, such items as books, periodicals, audio books and videotapes/DVDs.

#### **C. Individual Requests.**

Whenever possible, those needs for specific items, which cannot be met by the collection, will be fulfilled through the Interlibrary Loan Network (ILL). Through this service, which utilizes local agencies such as the New York State Library and the Capital District Library Council, as well as state and national organizations, the Library can handle requests, which would otherwise not be possible to fulfill.

### **Collection Development**

Collection development may be defined as the decision to place an emphasis on certain areas of the collection in terms of acquisition or withdrawal. Concentration will focus on the adult non-fiction collection and reference.

#### **A. Fiction**

This collection will include contemporary materials, which fill current demand for popular genres. This collection will supplement modern fiction and a core collection of proven classics. Among the genres represented will be mysteries, westerns, romance, historical fiction, science fiction, adventure and espionage.

#### **B. Non-Fiction.**

This collection will include subjects of contemporary general interest on international, national, and local levels reflecting changing currents of thought and opinion. All subject areas in which there is felt to be an interest will be considered when purchasing materials.

Areas that will be emphasized include medicine, psychology, education, employment and management, science, history, travel, literature (plays, poetry, etc.), and biographies, as well as books covering the political spectrum. Materials on the arts will be purchased as need becomes apparent. In each area, materials will be acquired which form a core of basic information, based on standard lists or recommendation in the *Public Library Catalog*. Emphasis in all areas will be on those materials written by authors with demonstrated expertise in the field. In the case of fields such as medicine and psychology, the preferred authors will be those with professional degrees.

Special materials, which may have little interest for the general public, are too academically oriented, or are deemed too expensive, will not be ordered. Such materials may be considered candidates for interlibrary loan.

- **Reference**

The Library will purchase reference materials to be used in the Library only, for the purpose of providing the full range of information needed by the public in their daily lives. Materials purchased will be recommended by library journals, professional staff, or *Reference Books for Small and Medium-Sized Libraries*, as well as other standard review sources. Standard reference tools will be ordered as needed and the budget permits. Encyclopedias will be ordered to serve a wide variety of ages, and will be recommended in the *Encyclopedia Buying Guide*, or other accepted literary review source.

An effort will be made to update the materials, as the Director may deem necessary.

- **Local History**

The Library will acquire materials on Guilderland, both past and present, the Pine Bush, and the Capital Region, as they are available and needed. Please refer to the separate guidelines on Local History acquisitions.

- **Local Authors**

Materials written by local authors, whether donated or suggested for purchase, will be acquired as need is made apparent and will be subject to the same evaluation as any other materials. The term “local author” in this context means any writer who has spent a significant part of his or her working life in the Guilderland or Capital District area. It does not include those who grew up here but moved away before they began to write, or who were merely short-term local residents. For a more detailed explanation, please see Section D, “Gifts”, below.

- **Periodicals**

Periodicals will be acquired to fulfill research and recreational needs. One criteria used in acquisition may be the inclusion of the periodical in popular indexing formats. The Library will provide back issues of magazines in a variety of formats.

- **Newspapers**

A selection of local newspapers will be acquired, as long as there is interest. In addition, major newspapers will be acquired or continued as long as they are requested or used.

### **C. Replacements**

Titles withdrawn because of damage or loss are replaced based on the same considerations applied to original selection. Whenever possible, classics should be replaced when copies in better condition, format, or edition are available. In addition, the following factors are to be considered:

1. Authority and importance of the author.
2. Value of the individual title, whether for literary quality, subject appeal, etc.
3. In the area of non-fiction, the availability of newer editions and high quality material in the field.
4. Timeliness of the material.
5. Requests for the title or subject.
6. Comparison with other books still in the Library system.

### **D. Gifts**

The Library welcomes gifts of books and other materials with the understanding that they will be evaluated in accordance with the same criteria applied to purchased materials. Such factors as condition, duplication, lack of sufficient community interest, processing costs, or inadequate shelf space may prevent their addition to the collection or permanent retention.

The Library receives large numbers of donations each year, and selects some of these for inclusion in the collection.

Some items such as highly technical materials or those with limited interest may be accepted as gifts although they ordinarily would not be purchased. Older items may sometimes be accepted as replacements, although a replacement copy might not be purchased.

Gifts are accepted with the understanding that if the Library cannot use them, the Director may consider other alternatives.

When the Library receives a cash gift for purchase of memorial books or other tributes, the selection will be made by the Director in consultation with the Board of Trustees as appropriate, with consideration given to the donor's wishes.

Donations of collections in toto, specifically designated for library use, will be subject to approval by the Director and the Board of Trustees. As with other titles, acceptance will be based on usefulness to the collection, potential expense involved, and space available.

## **E. Discarding**

The Library maintains a policy of withdrawal based on the elimination of unnecessary items, outdated material, books no longer of interest or in demand, duplicates when not needed, and worn or mutilated copies if their repair is not warranted. Frequency of circulation, community interest, and availability of newer and more valid materials are of prime consideration. Fiction, once popular, but no longer in demand, may be discarded, as well as non-fiction books which were purchased to meet demands that no longer exist.

The Library will retain materials, however, which may not circulate frequently but are considered part of a core collection. Responsibility for “weeding” the library collection and deciding which items to discard rests with the Director. Materials withdrawn from the collection may be given to other libraries, sold for the benefit of the Library, or discarded.

**ADOPTED 6/30/88**  
**REVISED 8/9/95**  
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REQUEST FOR REVIEW OF MATERIAL

TITLE \_\_\_\_\_

AUTHOR \_\_\_\_\_ PUBLISHER \_\_\_\_\_

TYPE OF MATERIAL (FORMAT, GENRE) \_\_\_\_\_

1. Have you examined the material in its entirety? Yes \_\_\_\_\_ No \_\_\_\_\_

2. What did you find objectionable? (Be specific, including page number) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_3. What harm do you feel will result from its use? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_4. Did you find anything valuable in this material? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_5. What do you think is the author's purpose? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_6. Do you know of any material that would better suit this purpose? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_7. Would this material be better suited for a different age level? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_8. What action do you feel should be taken on this material? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_9. Will you be willing to discuss this material with the Director and the Library  
Board of Trustees? \_\_\_\_\_

Your Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Date \_\_\_\_\_

Do you represent an organization? \_\_\_\_\_ Name of organization \_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

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 READOPTED 6/9/2005