

## **Unadilla Public Library Collection Development Policies**

The Unadilla Public Library strives to provide its patrons with materials that meet a wide range of needs in accordance with its mission statement: Unadilla Public Library provides people of all ages with current information on topics related to work, school, and personal life; encourages self-directed growth and development; addresses the need for reading and enhancing daily life through the use of library services and community interaction. The Library also endeavors to offer resources that will enrich, inform, and entertain the community which it serves. This policy supplies appropriate guidelines for the acquisition and removal of library materials.

### **Selection Criteria**

The method by which library materials will be selected depends on many factors, including, but not limited to subject suitability, similarity of proposed materials to those already in the present collection, relevance of resources regarding community needs and desires, and availability of comparable materials.

Professional literature, such as Library Journal, Publishers Weekly, and American Libraries, may be consulted by the director to facilitate in the selection of materials.

### **Weeding:**

To ensure both the longevity of the collection and the information it provides, library materials must undergo periodic weeding. Materials will be considered for replacement and/or removal based on:

Removal:

1. Number of duplicate copies
2. The existence of adequate coverage of a subject
3. More current or authoritative coverage of a subject
4. Current demand for the particular subject or title

Removal:

1. Obsolete information

2. Poor physical condition
3. Materials no longer needed
4. Lack of use by users
5. Copyright date may be considered

Will be determined by the Library Director

### **Challenged Material**

Should any patron of the Unadilla Public Library raise a question about any materials provided by the Library being in any way objectionable, the complainant must file a written complaint with the Library Director.

This complaint must be properly identified before the request is considered.

No action will be taken before the complaint is brought before the Board of Trustees.

The written complaint will be presented to the Board of Trustees. The Board shall read and examine the challenged material, consider the specific objections to the material voiced by the complainant, and weigh the values and faults of the material as a whole.

The Board will, where appropriate, solicit advice or opinion from other library Directors, the Four County Library System, The American Library Association Office for Intellectual Freedom and/or the New York State Intellectual Freedom Committee.

The Board shall issue a written report within 90 days to the Director containing its recommendations concerning any complaint.

The Director shall review the report of the Board and notify the complainant.

### **Censorship**

The Unadilla Public Library has adopted the Library Bill of Rights, the Freedom to Read, and the Freedom to View Statements as approved by the American Library Association. The Library recognizes that many materials are controversial and that any given materials may offend some patrons. Selections will not be made on the

basis of any anticipated approval or disapproval, but solely on the merits of the works in relation to the building of the collection and to serving the diverse interests of the users.

The Library recognizes that censorship is a purely individual matter that while anyone is free to reject for him/herself any material which he does not approve of, he/she cannot exercise this individual right of censorship to restrict from others the freedom to read or view.

The responsibility for the use of library materials by children rests with their parents and legal guardians. Selection of library materials will not be inhibited by the possibility that books may inadvertently come into the possession of children.

Adopted: March 16, 2020