

Lester Public Library of Rome Collection Development Policy

I. Objectives

The Lester Public Library of Rome acquires and makes available materials which aid the individual in the pursuit of education, information, research and recreational needs of our community and surrounding areas. Since it is not possible for any library to acquire all materials, it is necessary to employ a policy of selectivity in acquisitions.

New formats shall be considered for the collection when, by industry report, and evidence from local request that a significant portion of the community population has the necessary technology to make use of the format. Availability of the format, the cost per item, and the Library's ability to acquire and handle the items will also be factors in determining when a format will be collected. Similar considerations will influence the decision to delete a format from the Library's collection.

The Library actively strives to ensure that materials representing many differing views and a broad diversity of human thought.

Library provides free resources that inspire reading, guide learning, and encourage individual exploration.

Library users make their own choice as to what they will use based on individual interests or concerns. The Lester Public Library of Rome supports the right of each family to decide which items are appropriate for use by their children. Responsibility for a child's use of library materials lies with his or her parent or guardian.

The Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval but solely on the basis of the principles set forth in this policy.

The Lester Public Library of Rome adheres to the principles of intellectual freedom, adopted by the American Library Association, as expressed in the Library Bill of Rights and the Freedom to View Statements. The Library subscribes to the Freedom to Read statement prepared by the American Library Association and the American Book Publishers Council.

Library Bill of Rights

<http://www.ala.org/advocacy/intfreedom/librarybill>

Freedom to View Statement

<http://www.ala.org/advocacy/intfreedom/statementspols/freedomviewstatement>

Freedom to Read Statement

<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>

II. Criteria for Selection

General criteria for selecting library materials are listed below. An item need not meet all of the criteria in order to be acceptable.

- public demand, interest or need
- budgetary considerations
- physical limitations of library building
- relevance to community needs
- availability of material through interlibrary loan
- relation to existing collections
- authenticity of historical, regional or social settings
- the need for added material in subject areas

Selection is based upon awareness of the diverse needs and interests of the individuals in the community balanced against budget, knowledge of the collection's strengths and weaknesses and accessibility of alternative information sources online.

Purchase suggestions from library patrons are welcome and are given serious consideration. Comments from members of the community about the collection or individual items in the collection frequently provide librarians with useful information about interests or needs that may not be adequately met by the collection. The Library welcomes expression of opinion by patrons, but will be governed by this selection policy in making additions to collection.

While the Library works closely with the education programs within the area's education facilities, the Library does not have the resources to add textbooks to the collection.

III. Responsibility for Selection

The Library Board considers and adopts a Collection Development Policy, which they authorize the Library Director to administer. Responsibility for selection of library materials rests with the Library Director who operates within the framework of the policies determined by the Library Board of Trustees. The Director makes selection and withdrawal decisions based on education, training and experience. The Director has the authority to select or reject any item contrary to the recommendations of the staff.

IV. Collection Maintenance/Weeding

An attractive, up to date, currently useful collection is maintained through a continual discarding and replacing process. Materials that are worn, obsolete, old editions or unnecessarily duplicated are removed. Decisions are based on the need, demand, budget and criteria for

selection. Items are not automatically replaced. Weeding is the responsibility of the Director and is authorized by the Library Board of Trustees.

V. Donations and Gifts

The Lester Public Library of Rome Library accepts gifts of new and gently used books, DVD/BR's and audio materials. Acceptance of these items is with the understanding that the materials will be added to the collection only if appropriate and needed. The Director may sell or dispose of materials not needed because of duplication, condition, or dated information. Consultation with the Director may be necessary before specific material may be accepted. By law, the library is not allowed to appraise the value of donated material, though it can provide an acknowledgment of receipt of the items if requested by the donor. Donated materials are also subject to the same withdrawal criteria of all other library materials.

VI. Reconsideration/Challenged Materials

Although materials are carefully selected, differences of opinion can arise regarding suitable materials. Selection of materials will not be made on the basis of anticipated approval or disapproval but solely on the basis of the objectives set forth in the policy.

The responsibility for what a child reads or views rests with the parents or legal guardians. Selection of library materials will not be inhibited by the possibility that they may come into the possession of children. While a person may reject materials for himself/herself or his/her children, he or she cannot exercise censorship to restrict access to the materials by others.

Patrons requesting specific materials be removed or withdrawn from the collection may complete a Request for Reconsideration form which is available in the library.

VII. Procedure for Request for Reconsideration

The following steps will be used when dealing with an individual requesting an item to be considered.

1. A Request for Reconsideration form must be obtained from the library staff and filled out by patron. Please use one form per item.
2. The patron will meet with the Library Director who is responsible for the collection.
3. If an agreement is not reached, the Library Director will meet with the Library of Rome Board Trustees.
4. The Library of Rome Board's decision will be final.

VIII. Previous Reconsideration Requests

Requests to reconsider materials, which have been previously undergone the reconsideration process, shall be referred to the Library Director. Repeated or redundant requests by an individual or a group to reconsider materials with differing title but similar content will be restricted as follows: If the Library Director concludes a request may be redundant, he/she will notify the complainant/complainants that the item(s) in questions, having already undergone a thorough review and reconsideration process, will be reevaluated.

In the event that a complaint charges a particular item is not protected under the First Amendment of the Constitution of the United States of America, the onus proof rests with the complainant.

IX. Interlibrary Loan

The Library cannot provide all materials that patron's request. Therefore, interlibrary loan is used to obtain materials from other libraries that are beyond the library's collection. Reserves for materials may be requested by patrons in person, online, or via telephone for interlibrary loan services.

X. Volunteers and Friends

The Lester Public Library of Rome encourages individuals and groups to volunteer time and talent in the service of the Library. The Friends of the Lester Public Library of Rome is a formal association of individuals who plan and execute in conjunction with library goals and the needs of the library, programs and events that will benefit the library. This group serves under the Library Board which is the only body with legal authority to set policy for the development of the library. The Friends of the Lester Public Library of Rome function under their own by-laws and serve as an organization that assists the library in numerous tasks.

XI. Review and Revision of Library Policies

The preceding statements of policies of the Lester Public Library of Rome will be subject to review and needed revision at least every two years by the Library Board. Individual policies will be reviewed or added as needed.

Approved December 7, 2004

Revised July 11, 2012

Revised March 15, 2013

Revised September 11, 2014

Revised January 29, 2018.

Revised August 8, 2020.

Request for Reconsideration

Name _____
Address _____
City _____ State _____ Zip _____
Phone _____ Cell _____

Material(s) Concerned:

| | |
|------------------------------------|---|
| <input type="checkbox"/> Book | <input type="checkbox"/> Audio-Visual |
| <input type="checkbox"/> Magazine | <input type="checkbox"/> Content of Library Program |
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Other |

Title _____
Author or Producer _____

1. What brought this item to your attention?

2. Have you read/listened/viewed the entire content? Yes ___ No ___

3. Please comment specifically about those matters that concern you.

4. What action would you recommend the library take regarding item?

5. Do you have suggestions for other materials for the library to consider?

Signature _____ Date _____