



# Collection Development and Materials Challenge Policy

## **Objectives of the Collection:**

The Port Byron Library (library) is responsible for providing materials to patrons of all ages, backgrounds, and opinions. The collection also serves the general educational interest, recreational, and leisure needs of the public, and reflects the racial, ethnic, and cultural diversity of the community.

Widespread interest and usage are the most powerful influence on the library's collection. The collection is presented to provide individual access to information and materials in various formats, and to serve a wide variety of needs:

- To encourage and enhance personal, artistic, and intellectual growth.
- To educate and to inform.
- To promote the joy and fun of reading
- To encourage lifelong learning

The library neither encourages nor discourages any particular viewpoint. No material will be excluded because of the race, nationality, religion, gender, sexual orientation, political or social views of the author. Selection of the materials by the library does not mean the library endorses the content or the views expressed in those materials.

## **Selection:**

Collection management decisions are the responsibility of the Library Director. Collection development supports the library's mission statement and long-range plan. Selection of materials is based primarily on generally positive reviews in credible sources, such as trade and popular journals and magazines, subject bibliographies, annual lists of recommended

titles, award recipients, catalogs and websites. All collection materials are evaluated according to the following criteria:

- Appeal to community needs and interests
- Appropriate for intended audience
- Support or enhance library collections, programs and services
- Literary and artistic merit
- Authority, accuracy, clarity and integrity of content
- Author / publisher reputation and significance to a wide audience
- Persistent and/or timely value
- Suitable and generally accessible format for library and/or home use
- Quality and suitability of the physical format and medium
- Cost proportionate to expected use and ability to collect on item loss
- Availability from member libraries in the Finger Lakes Library System

Individual items may be selected if their inclusion will contribute to the range of viewpoints in the collection as a whole and the effectiveness of the library's ability to serve its community.

The library encourages public suggestion of items and subjects to be considered for the collection. Serious consideration will be given to purchasing patron-requested materials when these requests meet collection objectives. Remaining requests may be met through resource sharing with other libraries, electronic retrieval, or other means.

**Access:**

The library considers reading, listening, and viewing to be individual, private matters. The library believes that full, confidential, and unrestricted access to information is essential. While anyone is free to select or reject materials for themselves or their own minor child(ren), the freedom of others to read or inquire will not be restricted. Parents and guardians are solely responsible to guide and direct the choices of their own minor child(ren). The library does not stand in the place of parents (in loco parentis).

**Withdrawal of Materials:**

The library will remove an item upon request; if it can be shown the item is in violation of the collection policy. To have an item be considered for removal, a patron must submit a request for reconsideration to the Library Director. If the item is deemed to have been properly selected by the terms of the collection policy, public use of it shall not be denied,

restricted, or abridged in any way, nor shall an item be relocated. An item is evaluated as a whole work, not by excerpts.

The library recognizes that withdrawing materials from the collection is an important part of maintaining the library collection. Withdrawal of library materials is a responsibility of the Library Director, who may authorize qualified staff members to assist. The library's withdrawal policy shall be based upon the same factors as the selection policy and will include the item's physical condition as a factor.

### **Library Material Challenges**

The Port Byron Library's materials are selected through the library's Collection Development Policy.

The library acknowledges that occasionally patrons may have concerns about individual materials in the library's collection. The following procedures will be followed if a complaint is made. The library seeks to ensure that the complainant is respectfully heard and that the fundamental principles of intellectual freedom are observed.

#### **Filing Complaints:**

Anyone questioning the inclusion of an item in the library's collection should complete the attached form detailing their concern and specifics of what is being questioned. The completed form should be given to library staff for review by the library director. Please note the form will only be accepted if it is fully filled out.

#### **Complaint Review:**

The director will review the written complaint and the item in question. The director will determine if a change needs to be made in how the item is made available to the public. The director's decision will be communicated to the person who filed the report and as an information item to the Board of Trustees.

#### **Appeal:**

If the complainant is not satisfied with the director's decision, he or she may appeal the decision to the Board of Trustees. The notice of appeal must be in writing from the complainant.

The issue will be placed on the next meeting of the Board of Trustees, unless that meeting is less than 10 days from the filing of the appeal, in which case it will be scheduled for the following meeting.

Before the board reviews the appeal, a copy of the complaint form, the director's decision, and the request for the appeal will be forwarded to all board members. The item in question also will be held in the director's office so board members may have the opportunity to review it prior to the meeting.

The Board of Trustees will then decide whether to uphold or overturn the director's decision. The decision by the Board of Trustees is final.

# Request for Reconsideration of Library Material

The trustees of the Port Byron Library have established a Materials Selection Policy and a procedure for gathering input about items. If you wish to request reconsideration of a resource, please return the **completed** form to the Library Director. Note: Form will only be accepted if completed in its entirety.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Do you represent: Self? \_\_\_\_\_ or an Organization? \_\_\_\_\_

Name of Organization \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

1. Resource on which you are commenting: \_\_\_ Book (e-book) \_\_\_ Movie \_\_\_ Magazine  
\_\_\_ Audio Recording \_\_\_ Digital Resource \_\_\_ Game \_\_\_ Newspaper \_\_\_ Other

Title \_\_\_\_\_

Author/Producer \_\_\_\_\_

2. What brought this resource to your attention?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Have you examined the entire resource? If not, what specific sections/chapters, please provide page numbers, did you review?

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4. What concerns you about the resource? Please be exact and share as many details as possible.

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5. Are there resource(s) you suggest, providing additional information and/or other viewpoints on this topic?

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6. What action are you requesting the director consider?

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Additional comments can be placed on a separate page.