



Lee-Whedon Memorial Library aims to provide all individuals in the community with carefully selected books and other materials to aid in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs. The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

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

This Materials Selection/Collection Development policy, like all other policies, will be reviewed and/or revised regularly.

### **Responsibility for Selection**

The ultimate 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. This responsibility may be shared with other members of the library staff; 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.

### **Criteria for Selection**

The main considerations in materials selection are:

- The individual merit of each item
- Popular appeal/demand
- Local interest
- Suitability of material for the clientele
- Existing library holdings
- Budget

Reviews are a major source of information about new materials. Standard library reviewing sources are used as the basis for selecting materials. Review sources include but are not limited to *Library Journal*, *Booklist*, *School Library Journal*, as well as general interest website and media reviews. The Library staff may also select materials from specialty publishers' catalogs, as well as publisher ads.

The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title that is in demand. Consideration is also given to requests from library patrons and material discussed in the media. Materials will be judged on the basis of the work as a whole, not on a part taken out of context.

### **Access**

The Library recognizes that unrestricted access to information is essential for patrons to exercise their rights as citizens. While anyone using the library is free to select or reject materials for themselves or their minor children, the freedom of others to read or inquire cannot be restricted.

The Library strives to maintain materials representing all sides of an issue in an unbiased manner. Selection of materials does not mean endorsement of the contents or views expressed in those materials. The existence of a particular viewpoint in the collection reflects the Library's policy of intellectual freedom not an endorsement of that particular point of view.

The Library does not stand in loco parentis. Responsibility for children's reading and viewing rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that items may come into the possession of or be viewed by children.

### **Interlibrary Loan**

Because of limited budget and space, the Library cannot acquire all of the material that may be requested. Interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this Library's collection. Lee-Whedon Memorial Library agrees to lend its materials to other libraries in the NIOGA Library System. The Library reserves the right to restrict interlibrary loan access to certain material, particularly newly acquired items and local history material.

### **De-Acquisition/Weeding**

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the Library Director and is

authorized by the Board of Trustees. Withdrawn materials will be sold at the Friends of the Library Book Sale. Damaged items and items that do not sell will be recycled or disposed of.

### **Challenged Material**

The Library Board realizes that some materials are controversial and that any given item may offend some patron. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Library materials will not be marked or identified to show approval or disapproval of their contents and no library material will be sequestered except to protect it from damage or theft. Although materials are carefully selected, differences of opinion regarding suitable materials can arise.

#### **Informal Complaints:**

Patron discussing concerns about material with a staff member. Staff will listen respectfully and then explain the Collection Development policy to them. They may also give a copy of the policy to the patron. Staff will offer to find the patron alternate materials to meet their needs. If the patron is not satisfied, staff will refer them to the Director.

Staff will document every instance of an informal complaint, including the title and objections raised, what they expected the library to do, what was said by all individuals involved, and if staff feel the patron's concerns were resolved. Staff will refrain from sharing their personal opinions. Indicate if the patron was given a copy of the Collection Development policy and/or Statement of Reconsideration form. Staff will need to sign and date this document and give it to the Director.

#### **Formal Complaints:**

Patrons requesting that material be withdrawn from the collection may complete a Request for Reconsideration of Library Material form which is available in the library.

The Library Director will form a review committee upon receipt of a Reconsideration form. The committee will contain 3-5 people including at least 1 Trustee, 1 community member, and the Director. A decision will be made within 60 days and the complainant will be notified of the determination. If the complainant is dissatisfied with the decision, they may appeal to the Library Board through a written letter. The Board will consider the objection and the Director's recommendation. The Board's decision will be final and will be reported to the complainant within 90 days after the appeal is made.

Formal complaints must be filed by a resident of the Medina Central School District.  
Only 1 complaint can be filed per person at a time.

All reviews will

- Consider the specific objections to the material
- Weigh the values and faults of the material as a whole
- Consider the artistic quality and literary style of the material
- Determine if the material conforms to the Collection Development policy
- Read reviews of the material from above mentioned review sources
- Where appropriate consult with library staff, the Library Director, NIOGA Library System Director, ALA Office for Intellectual Freedom, and the NYS Intellectual Freedom Committee

Amended August 2023

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