

GEORGE F. JOHNSON MEMORIAL LIBRARY COLLECTION DEVELOPMENT POLICY

General Statement

It is the policy of the Library to select materials that assist its patrons to cope with the day-to-day problems and challenges of living in a society that is socially, politically, and economically complex; as well as materials for recreational reading and viewing. Materials will be selected with the intent of helping people enhance and enrich their lives in their own way and on their own terms. Such materials will include a variety of formats appropriate to the community.

It is understood that patrons are of all ages, interests, abilities, educational levels, and priorities. The Library therefore seeks to establish priorities in line with those demonstrated by the community so that needs may be met to a reasonable degree while staying within budgetary limitations.

Objectives of Materials Selection

1. To cover the world of knowledge.
2. To reflect the interests of the community.
3. To satisfy reasonably the individual requirements of patrons.
4. To serve as the informational hub of the community, providing for recreational, educational, cultural, and spiritual endeavors.
5. To assist patrons, individually, and the community, collectively, to achieve their/its potential.

Responsibility for Materials Selection

The Library Director has overall responsibility for collection development, balancing the universe of available items with the Collection Development Policy and cost constraints. The Adult Services, Young Adult Services, and Youth Services Librarians will make suggested purchases for their respective departments. Other staff may also be assigned responsibilities in this area. Patron requests will be considered on an individual basis.

Selection Criteria

1. Timeliness
2. Timelessness
3. Clarity of expression
4. Clarity of organization
5. Visual appeal
6. Physical format suited to purpose
7. Accuracy
8. Enhancement of the existing collection
9. Established author reputation
10. Established publisher reputation
11. Public interest
12. Preferably peer-reviewed

To qualify for purchase it is not necessary for an item to have all of these qualities. Professional judgment will be exercised, and every effort will be made to present a balance of multiple viewpoints on controversial topics.

De-Selection (Weeding)

Materials already present in the collection that appear to no longer meet the Selection Criteria will be removed from the collection. Special attention will be paid to materials which by their nature become obsolete quickly. Physical condition, frequency of use, and space constraints may also affect the decision to retain or discard; as may inclusion of titles in collection development tools such as current editions of Public Library Catalog and Fiction Catalog.

Controversial Materials

It is inevitable that a public institution serving a diverse people will be unable to please all of those people all of the time. Selection of materials will be made on the principle that most of the people will be well-served most of the time if the library is able to provide diverse ideas and viewpoints, in both fiction and non-fiction. The library will not knowingly violate this principle by taking the side of one group or another and permitting this to affect its selection and weeding decisions. The Library

also encourages parents to take an active role in helping their children make their reading, viewing, and listening choices. Citizens complaining about an item in the Library's collection should be invited to complete and submit a Sample Request for Reconsideration of Library Resources form (attached).

The Library Board of Trustees has endorsed both the American Library Association's Bill of Rights and Freedom to Read Statement. The Library's Collection Development Policy should be viewed through the prism of these prevailing professional documents.

Request for Reconsideration of Library Resources

The George F. Johnson Memorial Library Board has delegated responsibility for selection and evaluation of library materials to the Library Director and professional staff. The first step in addressing concerns by the public about library material is to complete the following form.

Your request will be reviewed by the Library Director and the Library Board. You will be notified when this review is complete.

Name (print): _____

Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ e-mail: _____

Do you represent yourself? _____ or,

Organization: _____

1. Resource on which you are commenting:

____ Book ____ Video ____ Display ____ Magazine

____ Library program ____ Audio recording ____ Newspaper

____ Electronic information (please specify): _____

____ Other:

Title: _____

Author: _____

2. What brought this item to your attention?

3. Have you examined the entire item?

4. What concerns you about the item?

5. Are there resources you suggest to provide additional information and/or viewpoints on this topic?

6. Anything else you would like us to consider?

Please return this form to:

Director
George F. Johnson Memorial Library
1001 Park St.
Endicott, NY 13760

Adopted by GFJML Board of Trustees 11/13/2008

