

Gowanda Free Library Collection Development Policy

Policy:

The Gowanda Free Library provides free, open, and equal access to ideas and information for all members of the community. The Library recognizes its responsibility to carefully select and maintain its print, non-print, and digital collections in support of its mission to make resources available to every patron regardless of national origin, age, background or personal beliefs.

Expanding areas of knowledge, changing social values, technological advances and cultural differences require flexibility, open-mindedness, and responsiveness in the selection, evaluation, and reevaluation of all resources.

Access Statement

The Gowanda Free Library affirms as part of this collection development policy the following documents of the American Library Association: *Library Bill of Rights*, *Interpretations of the Library Bill of Rights*, *Freedom to Read Statement*, and *Freedom to View Statement*. These documents may be viewed on the ALA website www.ala.org.

Scope of the Collection

The collection serves Gowanda Area residents from birth through adulthood.

The **Children's Collection** serves children from infancy to 13 years of age, as well as parents, caregivers, teachers, and professionals involved in service to children. Responsibility for monitoring a child's access to Library resources rests with the parent or legal guardian.

The **Young Adult Collection** focuses on the informational and recreational needs of adolescents (ages 14-17); additional materials purchased for young adults can be found throughout the adult non-fiction collection.

The **Adult Collection** serves adults of all ages and includes a wide range of materials in a variety of physical and digital formats.

Responsibility

Authority and responsibility for the selection of Library resources are delegated to the Library director by the board of trustees. At the discretion of the director, qualified staff are assigned selection responsibilities.

Criteria for Selection

Standard professional journals, as well as popular and local media sources, are used in the selection process. The Library's acquisition of any resource does not constitute endorsement.

While a single standard generally cannot be applied, potential resources are judged by appropriate criteria and/or considerations, including but not limited to:

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- Relevance to community needs, interests, and demand
- Requests from Gowanda Area Library cardholders
- Balance with the current collection
- Suitability to the intended audience of subject, style, format, interest, and reading level
- Reputation of the author, composer, filmmaker, publisher or producer
- Accuracy, clarity, currency and comprehensiveness
- Quality of writing, design, illustration or production
- Scarcity of Library material on a subject within the Library and CCLS system
- Cost and budgetary constraints

The selection of Library materials will not be made based on anticipated approval or disapproval, but solely based on this policy's guidelines. Library resources will not be marked or identified to show approval or disapproval of their contents.

Criteria for Withdrawal

The Library continually evaluates its collection. Resources are withdrawn from the collection to maintain its usefulness, currency, relevance, and condition. Withdrawn resources may be sold, offered to other libraries or non-profit organizations, recycled, or discarded. Considerations for withdrawal include:

- Condition – damaged or missing parts
- Dated content, accuracy, reliability, and/or relevancy
- Low use
- Online availability of content
- Space limitations as new items are acquired
- Multiple copies of a title are no longer necessary

Request for Materials Re-Evaluation

Any library Patron residing in the library service area may request that the selection or classification of library materials be re-considered.

To initiate the request, the Patron must fill in the "**Request for Material Re-Evaluation**" **form**. Only the factors listed in the form are a suitable basis for filing such a request.

If a "**Request for Material Re-Evaluation**" form is submitted correctly, the Director will decide whether the library material in question should be removed from the Collection. If the decision is to remove it, the Director or their designee will take the necessary steps to remove the material from both the Collection and the Catalog.

All requests for re-evaluation will be assessed according to this policy and the following excerpts from the American Library Association's Code of Ethics:

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I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.

II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.

VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.

VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.

Your submission will be reviewed by the Library Director within fourteen (14) business days of receipt, and you will receive a response in writing that indicates either:

a) your request for Re-Evaluation has been evaluated and no change is required;

OR

b) your request has been evaluated by the Library Director and the Selection or Classification of the item will be changed, which shall be briefly described in the reply.

Materials will generally undergo Re-Evaluation only once every five years. For any repeat requests made within this five-year period, the previous determination will be provided, unless the Selection Criteria related to the Materials have changed.

Records associated with a Request for Re-Evaluation will be maintained for six years.

Donation of Materials

Materials offered to the Library as gifts will be accepted on the basis that the Library is free to keep or discard these materials. If these materials are duplicates of what exists in the Library collection or do not meet the criteria for new materials outlined above, they will be discarded or sold in the Library's used book sale. In the case of memorial gifts, the Library will assist the donor in selecting materials suitable as a gift and memorial.

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Request for Material Re-Evaluation

This Request for Re-Evaluation is governed by the Gowanda Free Library Collection Development Policy and the Library's current procedures for Selection and Classification.

To initiate a Re-Evaluation of a Library Resource, please fill out the form and follow the instructions below:

Name	
Mailing Address	
I swear that I reside within the service area of the Gowanda Free Library	
Barcode # of Material of Concern	
Title of Work	
Author	
Under penalty of perjury, I swear or affirm that I have read, listened to, or watched the work in its entirety.	
Basis of Concern (select all that apply):	<ul style="list-style-type: none">○ Does not meet current Selection Criteria○ Improperly Cataloged (please note specific issue)○ Does not fall within needs of community
Cite the pages or timestamps of areas of concern:	
Please include any comments you would like the Library to consider:	
Date submitting form:	
Signature:	

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Instructions and process:

Please only list **one material** per each form.

Please hand deliver to library

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You will receive a response in writing that indicates either:

a) your request for Re-Evaluation has been evaluated and no change is required;

OR

b) your request has been evaluated by the Library and the Selection or Classification of the item will be changed, which shall be briefly described in the reply.

Any material under review will remain in circulation until such time as the Library determines it must be removed.

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The Library Director's determination will be a final decision.