

Royalton Hartland Community Library

Collection Management Policy for Library Materials

Philosophy Statement:

The purpose of the Royalton Hartland Community Library is to meet the educational, informational, and recreational needs and interests of the community by providing printed, audio-visual, and electronic materials. This includes: books, periodicals, pamphlets, audio books, CDs, DVDs, and Internet access of streaming media. The library strives to make its resources available to every patron regardless of age, national origin, background, or personal beliefs.

Responsibility for Selection:

The ultimate responsibility for selection of library materials rest with the Library Director who operates within the framework of the policies determined by the Library Board of Trustees. The Library Director shall select materials for the library collection consistent with the library's policies, the community's needs, and the academic needs of the Royalton Hartland School District.

Criteria for Materials selection:

The Library Director will use the following general criteria in the selection of library materials:

- Appropriateness of format, content, and style
- Value of material in relation to the whole collection
- Currency and accuracy of materials
- Diversity and balance of viewpoints
- Space considerations
- Cost and budgetary consideration
- Consistency with the Library's mission and service roles
- Books reflecting a wide range of reading and age levels
- Based on the artistic, historical, literary, or scientific merit, and/or to satisfy the cultural, educational, informational, or recreational interest of the community

The following types of materials are not purchased:

- Genealogies
- Rare books (except those that deal with local history)
- Textbooks

Selection Objectives:

- To build and maintain an active, vital collection of library materials carefully chosen for their intrinsic worth, timeliness and usefulness to the community.
- To furnish recreation for all ages.

- To serve the needs of the serious reader through the purchase of high-quality non-fiction, periodicals, computerized materials, and reference works.
- To provide the children/youth of the community with books and materials for their recreational and school-related reading and reference needs.

Supporting Tenets:

- The RHCL does not stand *in loco parentis*. Parents and/or legal guardians, not library staff, are responsible for monitoring their children’s use of the reading, viewing, and listening material.
- The RHCL does not endorse particular beliefs or views, nor does selection of an item express or imply endorsement or the viewpoint of the author or content of them.
- While a person may reject material for himself or herself and/or his or her children, he or she cannot exercise censorship to restrict access to the materials by others.
- The RHCL Board of Trustees has adopted and declared that it shall adhere to and support:
 - The Library’s Mission Statement
 - The American Library Association’s (ALA) Bill of Rights
<https://www.ala.org/advocacy/intfreedom/librarybill>
 - ALA Freedom to Read Statement
<https://www.ala.org/advocacy/intfreedom/freedomreadstatement>
 - Freedom to View Statements
<https://www.ala.org/advocacy/intfreedom/freedomviewstatement>

Cooperative Agreement:

The RHCL is a member of the NIOGA Library System, a non-profit, state-funded cooperative, serving member public libraries in Niagara, Orleans, and Genesee counties. Interlibrary loan is a formal agreement that allows the library to borrow materials through the NIOGA system.

Gifts and Donations of Library Materials:

- All gifts and other items given as gifts will be received with the understanding that they shall be accepted or rejected subject to the approval of the Director and/or Board of Trustees. Items not added to the collection may be distributed to other libraries or sold at a library sponsored book sale.
- The library accepts the following in good condition: used books, audiobooks, DVD movies, puzzles, and magazines.
- Donated items will be received only in the library during hours of operation.
- Donated items must be free of mold and/or mildew, or bedbugs. (Books with evidence of bed bugs will be destroyed).
- Donors who wish to use their donation as a tax deduction must notify the Director of their intent at the time of the donation.

- The library does not accept: textbooks, outdated encyclopedias or medical materials, dictionaries, obsolete technology, or VHS tapes.

Request for Reconsideration of Library Materials:

When there is a concern or objection to any library material, an attempt will be made to resolve the difficulty as soon as possible. If the issue cannot be easily resolved, a “Request for Reconsideration of Library Materials” form may be submitted. The form should be completed in its entirety and given to the Library Director (by mail or in person) to initiate a review of the item in question.

Procedure:

- Initially, the Library Director will review the material considering the Collection Management Policy and the patron’s request.
- The Library Director will reply to the request with a decision in writing, including instructions for appealing that decision to the Board of Trustees.
- If the patron chooses to appeal the Library Director’s decision, their appeal will be presented to the Board of Trustees at the next regularly scheduled meeting.
- Sufficient copies of the material will be provided to the Board of Trustees for each member to review.
- After Board members have reviewed a copy of the material, a final decision on the patron’s request will be made, and written notice of that decision will be sent to the patron (See Notice of Board Determination sheet).
- The final authority for the removal or retention of library materials by a patron’s request resides with the Library Board of Trustees.

Royalton Hartland
Community Library



9 Vernon St. ♦ Middleport, NY
(716) 735-3281

www.royhartcommunitylibrary.com

Request for reconsideration of Library Materials

Your name: _____

Residential address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Do you represent ___ yourself ___ or an organization? _____

Resource on which you are commenting:

___Book ___Video ___Library Display ___Magazine ___Audio ___Electronic Information ___Other:

Title, author, and other identifying elements of material: _____

1. What are your concerns? Please be specific: (book: cite page numbers or audio disc number and time) (magazine/newspaper: issue and page numbers) (music: specific lyrics) (film/TV series: scene, time, or action) _____

2. Have you read/listened to/viewed the entire item? ___Yes or ___No

If you have not read/listened to/viewed the entire item, what part have you read/listened to/viewed? _____

3. What do you think may be the result or consequence of reading, listening to or viewing this item? _____

4. Would this material be better suited for a different age level? _____

5. In place of the item to which you object, what materials would you recommend that you feel would convey a more valid picture of or perspective on the topic? _____

6. Have you read the Library's Collection Management Policy? ____ Yes or ____ No

7. What action are you requesting the library to consider? _____

Print name: _____

Signature: _____

Date: _____

Please submit this completed form to the attention of the Library Director.

Adopted: 6/17

Revised: 8/23



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Request for reconsideration of Library Materials

Notice of Board Determination
Notice of Board Determination of Appeal of Decision made on DATE
Regarding TITLE, AUTHOR/PRODUCER

RE: Notice of Library Board of Trustees' Determination

Dear NAME:

The Board of Trustees of the Royalton Hartland Community Library received your request on DATE. On DATE, the board met to consider your request.

In evaluating your request, the board applied the Library's Collection Management Policy, the Library's Mission Statement and the American Library Association's (ALA) Bill of Rights, which included the "Freedom to Read Statement," and "Freedom to View Statements."

Based on those criteria, the board has determined that [the Library Resource was properly included in the Library's collection] *OR* [the Library Resource was not properly included in the Library's collection and will be removed/re-cataloged].

Thank you for entrusting the Board of Trustees with your concerns. The Royalton Hartland Community Library strives to meet the needs of everyone in the community, and this requires careful attention to the needs of all, and the many factors governing selection of library materials.

Your understanding of, and input into, that process is appreciated.

Sincerely,
NAME
President,
Royalton Hartland Community Library Board of Trustees

Adopted: 8/23