

Yorktown Public Library  
Collection Development Policy

**Mission Statement**

The mission of the Yorktown Public Library is to provide a variety of current materials and services to meet the educational, informational, and recreational needs of the community.

**Objectives**

The library's primary responsibility is to assist patrons in their pursuit of education, information and recreation as reflected in our mission statement. The library's professional staff selects materials in a variety of formats to satisfy the expressed and anticipated interests, tastes, needs, and reading abilities of the diverse community it serves.

**Principles of Selection**

The library recognizes that its patrons have diverse interests, backgrounds, cultural heritages, social values, political views, and needs. All patrons are free to reject for themselves any materials which do not meet their approval. This freedom does not include the right to restrict the freedom of others to read and inquire.

The library does not exclude or remove materials from its collection on the basis of the author's race, national origin, religious beliefs, sexual orientation, political views, or social values.

As long as materials meet our accepted standards of selection and are deemed to contribute to the goals of the library's collection development policy, the library does not exclude materials that present extreme points of view; that offer a one-sided representation of opinions, ideas, or events; or that may offend some patrons because of frankness of vocabulary or description.

The library does not select, retain, or remove materials on the basis of anticipated approval or disapproval of any group of patrons, but solely on the basis of the standards stated in this policy. Library materials will not be marked or identified to show approval or disapproval of their contents. All patrons will have free access to all materials, and no materials will be sequestered (except items that need protection because of rarity, cost, susceptibility to loss, fragility, or unsuitability of format for heavy use).

The library does not restrict the selection of materials because of the possibility that some minors may obtain materials that their parents or guardians consider inappropriate. Responsibility for what children read rests with the parent or guardian. The library does not stand in loco parentis; if parents or guardians do not want their children to have access to certain library materials or services, it is their responsibility to advise their children of such.

**Standards for Selection**

The library evaluates an item being considered for inclusion in the collection in terms of the following standards. Not all standards will apply to each item. The evaluation is made with regard to the work as a whole and not necessarily to its individual parts. Each item is evaluated in terms of its own merits, its intended audience, and its relation to the collection.

1. Timeliness: current general interest on international, national, or local levels, importance as a document of the times, relevance to contemporary issues

2. Permanent value as a standard work
3. Suitability of subject, style, format, and content for the intended audience
4. Relevance to community needs and interests
5. Proven or potential interest or demand
6. Reputation, authority, and qualifications of the author, editor, artist-producer, or publisher
7. Artistic merit
8. Scholarly merit; accuracy and accessibility of content
9. Evaluation by staff, local experts, and the public, and by reviewers in professional journals and popular media
10. Availability of the subject in the existing collection
11. Importance in relation to materials on the same subject in the existing collection
12. Importance in relation to existing areas of coverage in order to maintain a well-balanced collection
13. Importance in order to provide a wide range of points of view on a subject, including points of view that are unique, alternative, experimental, or controversial
14. Availability of the same or similar material in the local area and through the interlibrary loan system
15. Cost in relation to the significance of the material according to the above factors

### **Collection Maintenance**

The library maintains the quality of the collection by retaining or replacing essential materials and by removing items that are outdated, damaged or worn out, no longer in demand, or unneeded duplicates. The library does not automatically replace all items that are removed because of loss or damage. Prime considerations in the decision to replace items include the number of duplicate copies needed to meet circulation demand, availability of newer or more authoritative material, presence of similar material in the collection, and community interest. Some older or worn material may be retained, such as classics, on-of-a-kind or irreplaceable items, collectors' items, award-winning books, items in the local history collection, items that provide special coverage of a field, and items that are consistently in demand.

Items removed from the collection may be sold, given away, recycled, discarded, or otherwise disposed of at the discretion of the library.

### **Requests for the Acquisition of Items**

Patrons may request that the library acquire specific items. The library will consider the request in terms of whether the items conform to the goals, principles, and standards outlined in this policy; the availability and cost of items; and the likelihood of general interest in them.

### **Gifts and Donations**

The library accepts gifts of books and other materials with the understanding that they will be added to the collection if they meet the criteria for selection listed above. If gifts or donations do not meet these criteria, they may be sold, saved for later use, donated or otherwise disposed of.

Textbooks, outdated encyclopedias, outdated medical books, magazines and items which are damaged, smelly, or moldy are not accepted.

The library does not appraise gift materials for tax purposes. The library will, upon request of the donor, provide a written receipt for gifts, indicating the number and general description of the donated materials.

### **Interlibrary Loan**

Because of limited budget and space, the library is not able to purchase all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of the library's collection.

### **Challenged Materials**

The Yorktown Public Library supports the guidelines established by the American Library Association in its Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement and considers all materials selected under this policy to be constitutionally protected under the First Amendment of the United States Constitution.

The Yorktown Public Library recognizes the right of individuals to challenge materials in the library collection. The process for challenging library materials begins by completing the "Request for Reconsideration of Library Materials." A patron may request a packet at the circulation desk during operating hours. The packet will include, at a minimum, the current Circulation Policy, Qualifying Questions form, Request for Reconsideration of Library Materials form, and a copy of the ALA's Library Bill of Rights.

To qualify to submit challenges to the collection a person must be a current Yorktown Public Library card holder and must have read, watched or listened to the challenged material in its entirety. The library does not accept material challenges from groups of any kind. Requests must be for one item only, not a group or category of items. A separate submission must be made for each challenged item.

Once completed, the Qualifying Questions and the Request for Reconsideration must both be returned to the library for consideration. Only qualified patrons and fully completed requests will be considered. The library director will review the request and may consult with the appropriate librarian(s) and any other related information to come to a decision. The director will take their written decision to the library Board of Trustees for review and approval. If at all possible, the results of this reconsideration process will be completed within 45 business days of receiving the request. The final decision of the board and the director on a particular challenge will be rendered in writing and sent to the person submitting the completed paperwork.

### **Attachments**

1. Library Bill of Rights
2. The Freedom to Read Statement
3. The Freedom to View Statement
4. Request for Reconsideration of Library Materials: Qualifying Questions form and Request for Reconsideration of Library Materials form