



## Collection Management Policy

Adopted by the Board of Trustees November 14, 2020;  
revised April 15, 2025

### Purpose

The purpose of this policy is to:

- outline collection management procedures related to the selection, acquisition, cataloging, evaluation, and weeding of library materials;
- ensure collection management practices continue to meet the needs of the community;
- reflect the central tenets of the American Library Association's Library Bill of Rights, Freedom to Read Statement, Freedom to View Statement, Statement of Book Censorship, and Access to Library Resources and Services for Minors; and
- uphold the mission of the Library to enrich the lives of the people in our community by providing free and equal access to information and resources.

### Definitions

**Acquisition:** process by which selected library materials are procured

**Cataloging:** process by which acquired materials are listed in the Library Catalog and in what location of the Library they are placed

**Collection Management:** general term for the selection, acquisition, cataloging, evaluation, and weeding of library materials

**Evaluation:** process by which library materials are periodically reviewed to ensure they remain physically intact, relevant, and up-to-date

**Interlibrary Loan:** process by which a library requests material from, or supplies material to, another library

**Library Catalog:** a list of all the materials in a library – both physical and digital – including books, movies, music, etc.

**Selection:** process by which library materials are chosen by staff based on the Library's budget and through the use of vetted materials

**Selection criteria:** standards determined by the Library Director based on the Library's goals and identified community needs

**Weeding:** process by which library materials are withdrawn from the Library Catalog

## **Procedures**

### **Selection**

The Library Director is responsible for the selection of library materials and exercises that responsibility within the framework of the Library's mission, strategic plan, and policies. The selection of materials is based primarily on positive reviews in credible sources (trade and popular journals, magazines, and subject bibliographies). All collection materials are assessed according to these criteria:

- appeal to community interests and needs
- support or enhancement of library collections, programs, and services
- authority, accuracy, and integrity of content
- currency or timeliness
- media attention
- qualifications and reputation of author and publisher
- suitability of subject and style for intended audience
- cost and space constraints

- availability from 32-member libraries in the Finger Lakes Library System

It is impossible for library staff to read or view all items added to the collections; therefore, reliable selection aids such as professional reviews, notable award lists, online tools, bestseller lists, national and international news, and other media are often employed.

Selection of materials does not mean the Library endorses the content or the views expressed in those materials; materials will not be excluded because of the race, nationality, religion, gender, sexual orientation, political, or social views of the author.

The Library welcomes and encourages public suggestions for selection, which can be made by visiting the circulation desk or emailing the Library Director. Due to the Library's limited budget and space, as well as the selection criteria outlined above, a suggestion does not guarantee acquisition. To supplement Apalachin Library collection materials, patrons are encouraged to utilize interlibrary loaning through the Finger Lakes Library System, which provides patrons access to the library collections of the remaining 32 libraries within the Finger Lakes Library System.

## **Acquisition**

Library materials are primarily acquired through a vetted distributor of books at a discount. Online sources are occasionally used for materials unavailable through the Library's discount distributor. Invoicing and payment follow the same protocol as other purchases.

## **Cataloging**

The procedures for cataloging are set by the Finger Lakes Library System, which uses Polaris as its ILS (Integrated Library System). Every library employee who engages in cataloging tasks must be trained by FLLS on item maintenance.

## **Evaluation**

Library materials are routinely evaluated to ensure the library collection:

- meets the needs of its community;
- supports or enhances library collections, programs, and services;

- presents accurate, up-to-date information (especially in subjects related to health and sciences);
- provides materials that are clean and undamaged.

## **Weeding**

When library materials no longer meet the criteria listed above, they may be considered for removal from the Library collection or replacement with an updated edition or undamaged copy. The removal of library materials occurs on an ongoing basis but may also be prioritized when space constraints exist, as determined by the Library Director. When appropriate, materials that are removed from the collection may be donated to the Friends of the Apalachin Library or submitted to an established program at the discretion of the Library Director. The Library Director will keep the Board apprised on a quarterly basis of the number of materials weeded and the organizations where materials are being donated. In some cases, library materials that are not fit for other purposes (dirty, damaged, etc.) will be disposed of.

## **Parental Responsibility**

The Apalachin Library supports equal and equitable access to all library resources and services by users of all ages as stated in the American Library Association's "Access to Library Resources and Services for Minors", and selection of library materials is not restricted by the possibility that children or teens may access materials their parents or legal guardians may consider inappropriate. Therefore, given the diverse nature of the Library's collection, it is the exclusive responsibility of parents or legal guardians to supervise their underage child(ren)'s access to library materials.

## **Request for Reconsideration of Library Material**

Feedback from members of the community about library materials frequently provides library staff with useful information about community interests or collection needs. A central duty of public libraries, however, is to represent diverse values and viewpoints on subjects that may be deemed to be controversial, and the Apalachin Library will not remove an item from its collection without evidence it is in violation of the collection policy. Please refer to the "American Library Association's Freedom to Read Statement" for additional information.

To request the reconsideration of an item in the Library's collection, a patron must submit to the Library Director a completed *Request for Reconsideration of Library Material Form*, which will be reviewed by the Apalachin Library's Board of Trustees at their next scheduled meeting. The request will also be reported to the American Library Association's Office of Intellectual Freedom. The item under reconsideration will remain on the Library's shelves until a formal judgement is made by the Board.

The President of the Board of Trustees or a designee will provide a written response to the patron within one week of the Board meeting. Any reconsidered item deemed to be in violation of the collection policy will be promptly removed from the collection by the Library Director. The Board's decision is final, and no further appeals may be made.

## Request for Reconsideration of Library Material Form

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

1. Material on which you are commenting:

\_\_\_\_ Book

\_\_\_\_ Audiobook

\_\_\_\_ DVD

\_\_\_\_ eBook

\_\_\_\_ Book on CD

\_\_\_\_ Other

Title: \_\_\_\_\_

Author: \_\_\_\_\_

2. What brought this resource to your attention?

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

3. Have you examined this material in full?

\_\_\_\_ Yes

\_\_\_\_ No

4. What concerns you about this resource? (Please include citations.)

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5. Have you read our Collection Management Policy? What about this resource is in violation of it?

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6. Additional Comments:

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Signature: \_\_\_\_\_

**This form will not be reviewed unless completely in its entirety.  
Please return to the Apalachin Library Circulation Desk.**