WadsworthLibrary

COLLECTION DEVELOPMENT POLICY

PURPOSE

The mission of Wadsworth Library is to provide our entire community with a welcoming, comfortable space that facilitates a love of learning and reading; to provide opportunities for connections within the community, and discovery of new interests and ideas; to be an inclusive community center that provides open access to resources, materials, and space. Wadsworth Library recognizes its responsibility to carefully select and maintain its print, nonprint, and digital collections in support of this mission and has therefore adopted this Collection Development Policy.

Wadsworth Library, as part of this Collection Development Policy, uses the following documents as guiding principles: American Library Association's Freedom to Read Statement, American Library Association's Freedom to View, and Library Bill of Rights when acquiring and managing collections.

Wadsworth Library's collections are developed and managed to meet the cultural, informational, educational and recreational needs of the majority Wadsworth Library's patrons. Wadsworth Library's staff builds and maintains a patron-oriented collection by anticipating and responding to needs and expectations.

AUTHORITY

The Director administers development of the library's collection under the authority of the Board of Trustees. At the discretion of the Director, qualified staff may be assigned selection and deaccession responsibilities.

SELECTION CRITIERIA

The following criteria will guide the selection of materials for the Wadsworth Library collections:

- Present and potential relevance to community needs;
- Suitability of physical form for library use;
- Suitability of subject and style for the intended audience;
- Cost;
- Importance as a document of the times;
- Relation to the existing collection and to other materials on the subject;
- Attention by critics and reviewers;
- Potential user appeal;
- Requests by library patrons and community members

SELECTION OF CONTROVERSIAL TOPICS

A balanced collection attempts to represent all sides of controversial issues as far as availability of materials, space, and budget allow. Selection is based upon criteria stated in this policy. The race, religion, nationality, or political views of an author or creator; offensive language; depictions or descriptions of violence or sexually explicit activity;

controversial content of an item; or endorsement or disapproval by an individual or group in the community does not cause an item automatically to be included or excluded from the library's collection.

COLLECTION MAINTENANCE AND WEEDING

Wadsworth Library continually withdraws items from its collection, basing its decisions on a number of factors, including but not limited to publication date, frequency of circulation, community interest, space, and availability of updated materials. Items dealing with local history are an exception, as are certain classics and award-winning books. Fiction that was once popular but is no longer in demand and non-fiction books that are no longer useful or have incorrect information are withdrawn from the collection.

Materials that are withdrawn may be sold, offered to other libraries or other non-profit organizations, recycled or discarded.

RECONSIDERATION OF SYSTEM MATERIALS

Materials made available by Wadsworth Library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy. Wadsworth Library also selects a wide variety of library materials to satisfy the diverse interests of our community. Wadsworth Library upholds the right of the individual to secure these resources, even though the content may be controversial, unorthodox, or unacceptable to some. Wadsworth Library's varied collection is available to all. However, it is not expected that all of the collection will appeal to everyone.

Patrons who wish to request the withdrawal or reclassification of materials currently owned by Wadsworth Library are encouraged to discuss their concerns with the Library Director. A formal request may be made using the form below. All formal reconsideration requests will be evaluated based on the criteria in this policy by the Library Director. They will then be reviewed by the Board of Trustees. A final determination will be developed and kept on file for a minimum of two years. A title will not be reviewed more than once in this two-year period.

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RECONSIDERATION OF WADSWOTH LIBRARY MATERIALS FORM

This Request for Reconsideration is governed by Wadsworth Library's Collection Development Policy.

To initiate a Reconsideration of a Library Resource (limit one work per form), please fill out the form and follow the instructions below:

Name:

Address:

Library Card Number:

Title of Work:

Author or Producer:

Did you read the entire work:

Basis of Concern (select all that apply):

- Does not meet current Selection Criteria
- Improperly Cataloged (please note specific issue)
- Does not fall within needs of community

Please include any comments you would like Wadsworth Library to consider:

Date:

Signature:

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INSTRUCTIONS AND PROCESS FOR RECONDSIDERATION OF WADSWORTH LIBRARY'S MATERIALS FORM

Formal reconsideration requests for Wadsworth Library collections may be filed only by individuals who reside within the System's four-county service area. Requests may not be submitted anonymously or on behalf of organizations or groups. Only fully completed Reconsideration of Wadsworth Library Materials Forms will be reviewed.

All Reconsideration forms, correspondence, and comments must follow the Wadsworth Library's Code of Conduct Policy to ensure appropriate communication.

Please submit the above form by either mailing or emailing the Library Director:

Mail: 24 Center Street Geneseo NY 14454 attn Library Director
Email: geneseolibrarydirector@owwl.org

Your submission will be reviewed by the Library Director within fourteen (14) calendar days of receipt. It will then be formally reviewed in the next Library Board Meeting by the Board of Trustees. The Board of Trustees is an all-volunteer organization that meets no fewer than 11 times per year.

You will receive a response in writing that indicates either:

a) Your request for Reconsideration has been evaluated and no change is required; OR
b) Your request has been evaluated by the Board of Trustees and the Selection or Cataloging 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 Wadsworth Library determines it must be removed.

All Requests for Reconsideration will be evaluated per Wadsworth Library's policies, resolutions, and the following excerpts from the American Library Association's Code of Ethics :

- *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.*
- *We uphold the principles of intellectual freedom and resist all efforts to censor library resources.*
- *We do not advance private interests at the expense of library users, colleagues, or our employing institutions.*
- *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.*

The Board of Trustees' determination is final.
Adopted by the Board of Trustees on November 14, 2024