

# AURORA FREE LIBRARY

## COLLECTION DEVELOPMENT POLICY

**MISSION STATEMENT of the Library:** Enrichment through literacy, community and learning.

The Aurora Free Library serves as a meeting place for the free exchange of ideas and for the pursuit of knowledge by all people. The role of the library is to meet the educational, informational, recreational and cultural needs of the library service area. The library selects, acquires, organizes, and makes available library materials and digital resources. We cooperate with other agencies and institutions in an effort to enhance and expand public awareness of and access to information. We strive always to uphold the principles of freedom of expression and the public's "right to know".

We support the [Library Bill of Rights](#), the [Freedom to Read Statement](#), and the [Freedom to View Statement](#) of the American Library Association in providing free and open access to our materials for all age groups. Children are not restricted to particular areas of the Library. Our staff does not monitor the materials that children choose. The responsibility for children's choices rests entirely with parents or legal guardians. See also the ALA info on *Kids Know Your Rights*.

### PURPOSE

The Collection Development Policy is a tool that will assist the librarians in the selection, acquisition and withdrawal of materials in all formats for all age levels served by the library.

The purpose of the Collection Development Policy is to provide staff, the community, and other interested parties with a clear view of our collection. This policy provides staff with a document to consult when deciding on materials and services to be included or excluded from the collection. It also provides a platform for challenges to material and a point of reference for handling a disputed item. The Collection Development Policy will assist in ascertaining community needs and represents the goals for collection development. The development of a library collection is often specific to the community the library resides in, as materials should reflect the needs, interests, and diversity of that community.

### GOALS

1. The library will feature current high demand, high interest materials in a variety of formats for patrons of all ages.
2. Assure that materials in the collection support the mission, roles, and goals of the library.
3. Provide for the systematic assessment of the library's collection in terms of use, age, condition, scope of materials and formats.
4. Provide a balance of viewpoints and formats on the subjects in the collection.
5. Provide in a timely manner collections which reflect the current interests and needs of the community.
6. Guidelines for weeding ensure that obsolete, worn and out-of-date materials are removed from the collection, assuring that the materials in the collection will be accurate, current, appealing, and usable.

7. Availability of interlibrary loan services through the Finger Lakes System is considered with regard to materials of marginal interest or demand.
8. Patron suggestions, comments, and ideas about the collection and its development are encouraged and welcomed.

## **MATERIAL SELECTION AND ORGANIZATION**

### **1. Selection Organization**

Ultimate responsibility for material selection rests with the Library Director who operates within the framework of policies set by the Aurora Free Library Board of Trustees. The Library Director determines the budget, guidelines, and organizational structure for other staff who select materials.

### **2. Selection Criteria**

Selection of materials is routinely but not solely done from book reviews in professional and popular journals and magazines, subject bibliographies, annual lists of recommended titles, publishers' catalogs and patrons' requests. The lack of a review or an unfavorable review shall not be the sole reason for rejecting the title. The Library neither encourages nor discourages any particular viewpoint. No material will be excluded because of the race, nationality, religion, gender, sexual orientation, political or social views of the author. Selection of the materials by the Library does not mean the Library endorses the content or the views expressed in those materials.

To build collections of merit and usefulness, materials must be measured by objective guidelines. The librarians will consult various sources to determine the value of the material to the collection. All acquisitions, whether purchased or donated, are considered in terms of the following standards

- Relevance to patron interests, needs and demands
- Support of existing collections, programs and services
- Reviews in media and opinions of experts in the field
- Timeliness and popularity or permanence of the subject
- Format and price of material as well as space available to house it
- Quality and accuracy of content
- Literary and artistic merit; reputation and significance of the author
- Availability from FLLS member libraries for topics of marginal interest through interlibrary loan

Clearly, however, an item need not meet all of the criteria in order to be acceptable. When judging the quality of materials, several standards and combinations of standards may be used. Some materials may be judged primarily on artistic merit, while others are considered because of scholarship, socially or historically redeeming value, or ability to satisfy the recreational and entertainment needs of the community. The Board of Trustees is responsible for approving and revising this Collection Development Policy with the assistance of the Library Director.

## MAINTAINING THE COLLECTION

The collection needs to be continuously evaluated. This will ensure that the library fulfills its mission to provide materials in a timely manner which meet patrons' interests and needs. Statistical tools such as circulation reports, in conjunction with patron input and community surveys, can be used to evaluate the collection.

Systematic evaluation and weeding of the collection is required in order to keep the collection representative of patrons' needs, to insure its vitality and usefulness to the community, and to make room for newer materials. Weeding also helps the librarians evaluate the collection by identifying areas where additional materials are needed, older editions need to be updated, and subjects, titles and authors are no longer of interest to the community. Materials which no longer meet the stated objectives of the library are discarded according to accepted professional practices described in the publication, The Crew Manual. Withdrawn materials which are in good condition are sent to an appropriate book sale within the area.

### American Library Association Referenced Documents:

[Library Bill of Rights](https://www.ala.org/advocacy/intfreedom/librarybill) <https://www.ala.org/advocacy/intfreedom/librarybill>

[Freedom to Read Statement](https://www.ala.org/advocacy/intfreedom/freedomreadstatement) <https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

[Freedom to View Statement](https://www.ala.org/advocacy/intfreedom/freedomviewstatement) <https://www.ala.org/advocacy/intfreedom/freedomviewstatement>

[Kids Know Your Rights](https://www.ala.org/alsc/sites/ala.org.alsc/files/content/KIDS%20know%20your%20rights%202019.pdf)

<https://www.ala.org/alsc/sites/ala.org.alsc/files/content/KIDS%20know%20your%20rights%202019.pdf>

Adopted 10/2000. Reviewed, revised and approved 3/16/2023.