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## **Vision Statement**

*Phillips Free Library exists to create an equitable world.*

## **Mission Statement**

*Our mission is to empower and inspire all people to grow and connect with one another to create a better world for all.*

### Collection Management Policy

#### I. Purpose

The purposes of this materials selection policy are:

- 1) to guide the Library Director in the selection of materials of contemporary significance and of permanent value;
- 2) to inform the public about the principles upon which selection decisions are made;
- 3) and to establish a formal review procedure for the reevaluation of challenged materials.

#### II. General Objective

The objective of the Phillips Free Library is to select, organize, preserve and to make freely available to the people of the community a collection of resources – within the limitations of space and budget – which will aid them in the pursuit of education, information, research, recreation and in the creative use of leisure time. The goal of the Library is to promote the maximum use of its collection by the greatest number of people.

The Phillips Free Library endorses the Library Bill of Rights (Appendix A) adopted by the American Library Association Council June 18, 1948 and amended

October 19, 1979, and supports its stand that the freedom to read is essential to our democracy.

### III. Definitions

The terms “book,” “library materials,” or other synonyms as they appear in this policy have the widest possible meaning. The use of these terms is generic; it is implicit in this policy that every form of permanent record is to be included. All library materials, including audio and video tapes and discs, films, photographs, paintings, drawings, etc. are subject to this policy.

“Selection” refers to the decision that must be made either to add a given book to the collection or to retain one already in the collection.

### IV. Selection

Patron and staff recommendations for selection are encouraged and seriously considered. However, final decisions regarding the addition of materials to the collection are made by the Library Director who utilizes his or her professional judgment in the application of the guidelines outlined in this policy.

The Phillips Free Library recognizes that some materials may be controversial and may offend some patrons. Nonetheless, selection of library materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this selection policy.

Furthermore, library materials will not be marked or identified to show approval or disapproval of the contents, and no library material will be sequestered, except to protect it from injury or theft.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of library material will not be inhibited by the possibility that books may come into the possession of children.

#### A. Responsibility for Selection

The ultimate responsibility for the selection of library materials rests with the Library Director, who operates within the framework of policies and objectives determined by the Library Board of Trustees.

#### B. Criteria for Selection

All library materials added to the collection are evaluated on the basis of one or more of the criteria listed below.

##### General criteria

- Popular demand

- Relation of the item to the existing collection

Created by and representative of marginalized and underrepresented groups  
Present and potential relevance to community needs  
Price  
Contemporary significance or permanent value  
Timeliness  
Format  
Availability of material elsewhere in the community.  
Interlibrary loan activities supported by the Finger Lakes Library System may eliminate the need to purchase some types of materials, such as works of a highly technical nature.  
Scarcity of information in subject area  
Suitability of subject and style for intended audience  
Attention of critics, reviewers and public  
Reputation of the publisher  
Reputation and/or significance of the author  
Specific criteria for the evaluation of nonfiction:  
Authority  
Comprehensiveness and depth of treatment  
Objectivity  
Clarity, accuracy and logic of presentation  
Representation of various points of view  
Specific criteria for the evaluation of fiction:  
Representation of important movement, trend, genre, or culture  
Vitality and originality  
Effective characterization  
Artistic presentation  
Authenticity of historical or social setting

#### C. Reviews

Whenever possible, published reviews for a variety of professional reviewing journals will be used to help evaluate library materials being considered for addition to the collection.

#### D. Formats

The library's collection consists of multiple formats and mediums, including but not limited to physical books, magazines, audiobooks, DVDs, Blu-Rays, CDs, and online materials including but not limited to e-books and e-audiobooks. The Library Director will acquire materials both physical and digital in a ratio deemed appropriate for the collection's dispersal based on demand and budgetary allotments.

#### V. Gifts

Gifts must also meet the selection criteria as outlined above. Gifts, which meet the selections criteria, may be accepted subject to the following condition:

- 1) the Library retains unconditional ownership of the gift;
- 2) the Library makes the final decision on the disposition of the gift;
- 3) and the Library reserves the right to determine the condition of display, housing and access to the materials.

## VI. Collection Maintenance

### A. Duplication

The purchase of additional copies of library materials is governed by a combination of demand, intrinsic or historical value and perceived need within the community. Current popular books may be duplicated by renting additional copies for limited periods of time.

### B. Withdrawals/Weeding

The maintenance of a vital, attractive and useful collection requires the systematic review and removal of library materials, which no longer contribute to the effectiveness of the collection.

Library materials may be withdrawn from the collection due to:

- Irreparable damage
- Obsolescence
- Insufficient use
- Space limitations

Each area of the collection is to be weeded at least once every 3-4 years. Priorities in weeding are based on the standards listed above.

### C. Replacement

The Phillips Free Library will not automatically replace all materials withdrawn from the collection with identical titles. The need for replacement in each case is judged by several factors, including:

- 1) the existence of adequate coverage of the subject;
- 2) the existence of information which is more current or authoritative;
- 3) and demand for the specific title.

## VII. Challenged Materials

The following reevaluation procedure has been designed to consider the opinions of those people not directly involved in the initial resource selection process. Using the established reevaluation procedure outlined below, a patron may challenge the appropriateness of books within the collection.

### A. Reevaluation Procedure

All requests for reevaluation of library materials, including those from patrons, library staff, Board members and officials, will follow the reevaluation procedure as outlined below.

1. Patrons voicing a complaint will be given a copy of this selection policy, which includes a “Request for Review of Library Materials” (Appendix B.) In order to initiate a formal reevaluation of library materials, this form must be completed and signed by the patron.
2. This form should be forwarded to the Library Director who will review and evaluate the request and the materials in question. Within thirty (30) days after receiving the “Request for Review of Library Materials,” the Library Director will notify the patron, in writing, of his or her decision as to the resolution of their request. The Library Director will also deliver to the Library Board of Trustees, copies of the “Request for Review of Library Materials” form and his or her response to that request.
3. If the patron is unsatisfied with the decision of the Library Director, and wishes to continue their challenge, they must resubmit their “Request for Review of Library Materials” to the Library Board of Trustees within sixty (60) days of receiving the Library Director’s decision. The Library Board of Trustees, upon receipt of the request, will appoint a Reevaluation Committee to review the request. This committee will consist of three Board members and the Library Director.
4. The reevaluation Committee will meet within thirty (30) days of its formation, and within sixty (60) days thereafter will completely read and review the challenged material and available reviews. The evaluation of the material will be governed by the criteria for initial selection and purchase as outlined in this policy.
5. Within this ninety (90) day period, the Reevaluation Committee will also hold at least one (1) previously advertised and announced public meeting, which any person may attend and comment as to the challenged material under consideration.
6. During the next quarterly meeting of the Library Board of Trustees, the Reevaluation Committee will present its finding concerning the recommended disposition of the challenged material. The Board of Trustees will then determine what action will be

taken by a majority vote. The decision of the Board of Trustees is final. This decision will be recorded in the Board of Trustees records, and the complainant will be notified of the decision in writing.

7. During the reevaluation process, the materials in question will not be removed from the collection, or subjected to restricted access in any manner.
8. Library materials reviewed by the Library Board of Trustees through the reevaluation process will not be reviewed again for a period of four (4) years.

#### VIII. Revision

This materials selection policy may be revised and updated at any time as conditions warrant, and should be reviewed at regular intervals.

Revised 3/17/2023

Approved by Board of Trustees 3/17/2023

## Appendix A

### The Library Bill of Rights

# Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

"Library Bill of Rights", American Library Association, June 30, 2006.  
<http://www.ala.org/advocacy/intfreedom/librarybill> (Accessed March 23, 2021)  
Document ID: 669fd6a3-8939-3e54-7577-996a0a3f8952



## Appendix B

### Request for Review of Library Materials

Request for Review of Library Materials

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

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

Publisher: \_\_\_\_\_

Request initiated by: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

Do you represent:

\_\_\_\_\_ Yourself

\_\_\_\_\_ Other group or organization \_\_\_\_\_

1. To what in the book or audio-visual material do you object: (Please be specific, cite page or frame numbers.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. What do you feel might be the result of reading or viewing this material?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. For what age group would you recommend this item?

\_\_\_\_\_

4. Did you read or view the work in its entirety? \_\_\_\_\_  
If not, what parts did you examine? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

5. Are you aware of the judgment of this work by literary critics?

From what source? \_\_\_\_\_

6. What do you believe is the theme of this material?

\_\_\_\_\_  
\_\_\_\_\_

7. What actions do you recommend that the Library take regarding this item?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. In its place, what book or audio-visual media of equal literary quality would you recommend that would convey as valuable a perspective on the subject covered?

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