

# **Collection Development Policy**

## **Niagara Falls Public Library**

### **I. Introduction**

Niagara Falls Public Library provides free and open access to culture, ideas, and information for all members of our community. The library recognizes its responsibility to carefully select and maintain its print, and media collections, and to contribute to a shared digital collection maintained by the Nioga Library System in support of its mission to make its resources available to every patron regardless of national origin, age, background, or personal beliefs.

The purpose of this policy is to provide direction for the development, maintenance, and weeding of the library's collections.

The library will acquire resources representing various contemporary and historical points of view that are of current interest and possible future significance, including resources that reflect current conditions, trends, and controversies. The Niagara Falls Public Library's yearly review and edit of the Collection Conspectus document will guide planned purchasing and weeding of the collection. The Collection Conspectus is updated each year in January / February by the librarian staff in consultation with the library director

Responsibility for children's reading choices lies with the child and their parents or legal guardians. Children's access to any given book is not restricted by the library or its staff. The selection of material for the library collection by library staff is not restricted on the basis of the possibility that children will see or borrow it.

### **II. Responsibility for the Selection of Library Resources**

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

Responsibility for the selection of materials in the Nioga Library System shared digital collections is shared amongst all of the libraries in the Nioga Library System. Third-party vendors providing digital library materials may not conform to the collection development policies or criteria of the Niagara Falls Public Library, the Nioga Library System, or its affiliated libraries.

### **III. Criteria for Selection**

The following criteria will apply to purchased and donated resources:

- Relevance to community needs

- Current popularity and/or permanence
- Suitability to the intended audience of subject, style, format, interest, and reading level
- Budget allocations
- Space considerations

Additional considerations:

The library cannot include in its permanent collection every book desired by its patrons. Inter-library loans should be utilized to meet requests for specialized materials. Requests by patrons for specific materials will not always result in the purchase of the materials by the library.

- Selection of materials for which there will be little or no demand should be avoided, however, demand is not the sole criteria for selection. The library has a responsibility to provide materials that interest, inform, enlighten, and challenge all the people of the community. Items should neither be excluded nor included because of race, gender identity, nationality, sexual orientation, or political or religious views of the writer or of the method of expression of the writer.
- No materials shall be excluded by taking single passages out of context and basing the exclusion of that material on such passages. Materials must be considered in their entirety.
- Sectarian propaganda material (either religious, political, or social) should not be routinely purchased or accepted as gifts. However, such materials are not automatically excluded if their acquisition is deemed to further the General Library Objectives.

The Library strives to acquire materials to meet the demand from patrons in a timely, cost-effective, and environmentally friendly manner as possible. While the cost of materials is a prime consideration for the acquisition, preference will be given to acquiring materials from local, independent, and/or environmentally friendly vendors when prices are similar, even if they might be slightly higher.

The library's decision to acquire material does not constitute an endorsement of the material's content.

#### **IV. Gifts and Donations**

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed and sufficient shelf space exists for them without diminishing the rest of the library collection. Librarian staff members, Library Director,

and in consultation with the Niagara Falls Public Library's yearly collection conspectus, will decide if the materials are appropriate. If they cannot be used for any reason, the Library may dispose of them as they see fit. All possible care will be taken to dispose of library materials in an environmentally sustainable way.

## **V. Withdrawal of Materials**

The process of removing items from the collection is an integral part of collection development. Materials are withdrawn from the collection in order to maintain their usefulness, currency, relevance, and condition. Responsibility for collection maintenance and for the disposition of withdrawn resources rests with the library director or persons approved by the Library Director. Withdrawn items may be sold, offered to other libraries or non-profit organizations, recycled, or discarded. All possible care will be taken to dispose of library materials in an environmentally sustainable way.

## **VI. Reconsideration of Library Resources**

Although materials are carefully selected, differences of opinion regarding suitable materials may arise. Patrons are encouraged to contact the library director with their questions or concerns. Patrons requesting that material be withdrawn from or restricted within the collection may submit their concerns by filling out the Materials Reconsideration Form, which may be found both on the Niagara Falls Public Library website, and at the library's circulation desk. Material Reconsideration Request forms must be submitted in person. Requests for reconsideration submitted anonymously will not be considered.

Upon receiving a fully filled-out Materials Reconsideration Form, the following process will be followed:

- 1) The Library Director will select two additional staff members to form a committee
- 2) Each of the three committee members will review the Materials Reconsideration Form
- 3) Each of the committee members will review the item in question in its entirety within a reasonable time frame depending on the type of material under reconsideration, but no longer than two months. The item will remain in circulation while the item is under reconsideration.
- 4) The committee will meet to discuss the item in the context of our Collection Development Policy, appropriate American Library Association statements, professional reviews of the item, and other relevant documents, and will arrive at a decision as to how the request for reconsideration ought to be handled.
- 5) The Director will communicate the committee's decision in writing to the person who initiated the reconsideration request.

approved 1/23/2023 by the NFPL Board of Trustees