

Fairport Public Library Collection Management Policy

Statement of Purpose

The Collection Management Policy provides direction for the development and maintenance of a well balanced, high quality collection that meets the needs of the community within the limits imposed by funds and space.

Mission Statement

The Fairport Public Library, using both its own resources and those available through the Monroe County Library System, shall endeavor to meet the educational, informational, and recreational needs of the residents of the Fairport Central School District on a free and equal basis through professional, courteous, and friendly service. The library shall be innovative while maintaining sound fiscal management. The library shall strive to be an integral and cooperative part of the community and to promote the concept of life-long learning.

Community Profile

The community of Fairport is a suburb of Rochester, New York, and encompasses the Town of Perinton and the Village of Fairport. The community is predominantly English speaking and well educated.

The Fairport Public Library, located in the Village of Fairport on the bank of the Erie Canal, is a school district library. It is chartered to serve the approximately 40,000 residents of the Fairport Central School District, who vote directly on the library's budget and elect the Library Board of Trustees.

The Fairport Public Library is a member of the Monroe County Library System made up of 33 member libraries. This system provides an automated circulation system and online catalog, electronic resources and interlibrary loan materials to all system libraries. Additional cooperative relationships of the Fairport Public Library include those with the Village of Fairport, the Town of Perinton, the Perinton Historical Museum and the school libraries of the Fairport Central School District.

Selection Responsibility

The Fairport Public Library is chartered by the New York State Board of Regents and governed by a Board of Trustees. The Board of Trustees retains the power and duties of Trustees and Institutions, as prescribed by the New York State Education Law.

The ultimate responsibility for selection of resources in the Fairport Public Library rests with the Library Board of Trustees. That responsibility is delegated by the Board to the Library Director and his or her staff, who shall carry out this policy. By tradition and practice the task of selecting library resources lies with professional librarians within each age level and specialty. Suggestions from the public are welcome. (Appendix A)

Material Selection

The Fairport Public Library collection will represent a comprehensive range of interests, tastes, viewpoints, values and levels of ability. The library seeks to provide access to print, non-print and electronic resources for people of all ages.

Among the basic factors to be considered in selecting resources are:

- Authoritativeness of author and/or publisher
- Author's reputation
- Clarity and accuracy of presentation
- Demand
- Durability
- Electronic considerations: hardware, software, compatibility, connectivity
- Format
- Illustrations
- Inclusion in standard bibliographies and/or indexes
- Intended audience
- Literary/artistic quality
- Organization and searchability of resource
- Originality and creativity
- Permanent value to the collection
- Price: includes cost of staff training, support, equipment, maintenance
- Published reviews
- Relationship to other resources in the collection
- Relevance to the library's mission statement
- Significance and timeliness of subject matter

Duplicate titles are purchased as demand, space and budget permit. Replacement copies of significant titles are purchased whenever possible.

Textbooks may be selected if they provide the best or most useful coverage available in their subject area. They are not purchased to support any particular curriculum.

Gifts

Gifts are accepted with the understanding that they will be evaluated with the same criteria used for purchased resources. If they do not meet these standards they may be conveyed to the Friends of the Fairport Public Library for the benefit of the library, or disposed of if condition warrants. The library's current "Policy for Accepting Gifts" is attached. (Appendix B)

Collection Evaluation and Maintenance

In order to maintain a vital and current collection which meets the needs and interests of the residents of the Fairport Central School District, resources are withdrawn on a systematic and continuing basis when they are judged to be dated, inaccurate, seldom used, in poor condition or otherwise no longer appropriate.

The library reserves the right to dispose of resources withdrawn from the collection in ways consistent with state and municipal laws including book sales, donations to other appropriate organizations, and waste or recycling.

Intellectual Freedom

The Fairport Public Library shares with all other American public libraries the responsibility of defending the individual's right to free and open access to information and a commitment to the principles of intellectual freedom.

In the interest of protecting the individual's right to have access to materials, the Library supports the following documents:

- The First Amendment of the U.S. Constitution
- The Library Bill of Rights (Appendix C)
- The Freedom to Read Statement (Appendix D)
- The Freedom to View Statement (Appendix E)

Patron Request for Review of Materials

All resources added to the collection have been deemed to meet the criteria for selection as specified in this policy. The choice of library resources by users is an individual matter. Fairport Public Library supports the right and responsibility of each family to supervise which resources are appropriate for use by their own children.

If a patron objects to any library resource, he/she will be asked to complete the "Request for Review of Library Materials" form (Appendix F). Under no circumstances will any challenged resources be removed from the collection prior to a decision by the Library Board of Trustees.

A request for review of library materials must meet the following criteria:

1. The review form must be completed in full.
2. The patron must be a resident of the Fairport Central School District and hold a valid library card from the Monroe County Library System.
3. The request must be submitted to the Library Director.

Revision of Policy

This statement of policy will be revised as times and circumstances require.

Fairport Public Library
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Adopted by the Library Board: December 8, 1981
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Revised: January 10, 1989
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