200-01 — Collection Development

Statement of Purpose

The Collection Development Policy provides guidance to staff for the development and management of well-balanced, high-quality print, non-print, and digital collections that meets the needs of the community within the limits imposed by funds and space.

The Library recognizes that individuals within the community have diverse interests, backgrounds, cultural heritages, social values, and needs. The Library realizes that expanding areas of knowledge, changing social values, technological advances and cultural differences require flexibility, open-mindedness and responsiveness in the selection, evaluation, and reevaluation of all library resources. The Library will deliver free, open, and equal access to ideas and information for all residents, regardless of national origin, age, background, or personal beliefs.

The Library believes that while anyone is free to reject for themselves materials of which they do not approve, this cannot be exercised to restrict the freedom of others to read or inquire.

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 responsibility for the collection rests with the Library Board. Responsibility for the selection of library materials rests with the Director, who is accountable to the Library Board of Trustees. That responsibility is delegated by the Director to their 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; however, because the Director must answer to the Library Board for actual selections made, the Director has the authority to reject or select any item contrary to the recommendation of staff. Recommendations from our patrons are welcome and will be evaluated with the same criteria used for the selection of other materials.

Material Selection

The 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 digital resources for people of all ages.

General criteria for selecting library materials are listed below. An item need not meet all the criteria in order to be acceptable.

- public demand, interest, or need
- contemporary significance, popular interest, or permanent value
- attention of critics and reviewers
- prominence, authority, and/or competence of author, creator, or publisher
- timeliness of material

- relation to existing collections
- statement of challenging, original, or alternative point of view
- authenticity of historical, regional, or social setting
- accessibility for multiple users of electronic formats

Duplicate titles are purchased as demand, space, and budget permit. Replacement copies of significant titles are purchased whenever possible. Textbooks are only selected if they provide the best or most useful coverage available in their subject area; however, they are not purchased to support any particular curriculum.

The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Selection of library materials will not be made because of anticipated approval or disapproval, but solely based on this policy's guidelines. Library materials will not be marked or identified to show approval or disapproval of their contents.

Book and Media Displays

The Library staff will create book and media displays to promote new additions to the collection, to highlight certain sections of the collection, and to satisfy current interests. These displays tend to be of nonpolitical topics, but if a political topic is covered, attempts will be made to ensure a balanced representation of that topic is presented. Please keep in mind that as patrons remove titles to peruse or borrow, that balance maybe become skewed.

Displaying of materials by the Library does not indicate the Library's endorsement of the issues or events promoted by the collection of materials being displayed.

Website and Social Media

The Library website and its social media accounts provide links to the online catalog of materials and to a variety of resources. The website also offers links to subject-focused websites recommended by professional staff. In linking to other websites on its pages, the Library follows the selection criteria cited above. Beyond this, the Library has not participated in the development of these other sites/accounts and does not exert any editorial or other control over these sites/accounts. Any link from the Library's website to another website or a shared post is not an endorsement from the Library.

The Library does not warrant that its website, the server that makes it available, its social media accounts, or any links from its site to other websites or shared posts are free of viruses or other harmful components.

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 its condition warrants. For more information, please refer to the Library's policy "800-07 Gifts and Donations."

Collection Evaluation and Maintenance

In order to maintain a vital, appealing, and current collection which meets the needs and interests of the residents of the Fairport Central School District, the Library continually evaluates its collection. Resources are withdrawn (weeded) 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 and Reconsideration

The Library shares with other American public libraries the responsibility of defending the individual's right to free and unrestricted 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 (**Appendix A**)
- The Library Bill of Rights (**Appendix B**)
- The Freedom to Read Statement (**Appendix C**)
- The Freedom to View Statement (**Appendix D**)
- MCLS Policy: Collection Development for Overdrive (**Appendix E**)

Patron Request for Reconsideration of Materials

It is inevitable that a public institution serving a diverse people will be unable to please all those people all the time. Not all materials will be suitable for all members of the community. Selection of materials will not be made based on anticipated approval or disapproval, but solely based on the principles stated in this policy. The Library also encourages parents or legal guardians to take an active role in helping their children make their reading, viewing, and listening choices; parents have the primary responsibility to guide and direct their own minor children. A work will not be excluded from the Library's collection because it presents an aspect of life honestly or because of frankness of expression.

No materials will be excluded from the Library solely because of the race, nationality, political, religious, or social views of the author. The only acceptable form of censorship is self-censorship. Individuals are free to reject materials for themselves. They cannot, however, restrict the freedom of others.

The Library does, however, recognize the right of residents to question library materials. After speaking with the age-appropriate Librarian or Director about their concerns, patrons may then file a reconsideration request (see Appendix F "Reconsideration of Library Materials" form).

Reconsideration of Library Materials Procedure

- Patrons wishing to express their opinion on the suitability of library material shall be referred to the appropriate age-level librarian.
- If the patron is not satisfied, the staff member will provide the patron with instructions on how to register a formal complaint and notify the Library Director.

- To register a formal complaint, the patron must be an employee of the Fairport Public Library or a resident of the Fairport Central School District. They must complete (in its entirety) and submit a Library Materials Reconsideration form (**Appendix F**).
- For each title reconsideration, a separate form must be submitted.
- Upon receipt of this form, the Library Director shall notify the Library Board and lead a committee of two library staff members to read/listen to/view the challenged material **in its entirety**. The Committee shall
    - consider the specific objections to the material voiced by the resident,
    - weigh the values and faults of the material as a whole,
    - refer to the Library's Collection Development Policy and book reviews, if any,
    - where/when appropriate, solicit advice or opinion from other library directors/staff, the Monroe County Library System, the American Library Association Office of Intellectual Freedom, and/or the New York State Intellectual Freedom Committee,
    - and issue a written response within forty-five (45) days of receiving the form, indicating the committee's decision, which will indicate the action to be taken and reasons for or against the reconsideration request.
- The Director will include the action taken in their monthly report to the Board of Trustees.
- If the patron is not satisfied with the committee's decision, a written appeal may be made to the Board of Trustees who shall create an Appeal Committee to read/listen to/view the challenged material **in its entirety**. The Committee shall
    - consider the specific objections to the material voiced by the resident,
    - weigh the values and faults of the material as a whole,
    - refer to the Library's Collection Development Policy and book reviews, if any,
    - where/when appropriate, solicit advice or opinion from the Library Director, the Library staff, other library directors, the Monroe County Library System, the American Library Association Office of Intellectual Freedom, and/or the New York State Intellectual Freedom Committee,
    - and issue a written recommendation to the full Board of Trustees indicating the committee's conclusion, which will indicate the action to be recommended and reasons for or against the request.
    - The Board of Trustees shall approve or reject the Committee's recommendation and issue a written response within ninety (90) days of receiving the form, indicating the Board's decision, which will indicate the action to be taken and reasons for or against the request.
    - The Board of Trustees decision shall be final.
- An item will only be evaluated for reconsideration once in a five-year period.
- Until such review takes place and a decision is made, no removal or restriction of the questioned item shall take place.

Adopted: December 8, 1981
Reviewed:
Revised: November 10, 1987; January 10, 1989; June 10, 2003; March 20, 2018; November 10, 2020; February 10, 2021; July 9, 2024;

Appendix A — First Amendment of the U.S. Constitution

Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances.

Passed by Congress September 25, 1789. Ratified December 15, 1791.

Appendix B — 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, age, 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.

Appendix C — The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

   Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

   Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

   No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

   To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and

teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

   The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

   It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

   The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association

Association of American Publishers

Subsequently endorsed by:

American Booksellers for Free Expression

The Association of American University Presses

The Children's Book Council

Freedom to Read Foundation

National Association of College Stores

National Coalition Against Censorship

National Council of Teachers of English

The Thomas Jefferson Center for the Protection of Free Expression

Appendix D — The Freedom to View Statement

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

Appendix E — MCLS Policy: Collection Development for Overdrive

Mission of MCLS

The Monroe County Library System is a coalition of member libraries that provides materials and programs to meet the informational, educational, and recreational needs of individuals, member libraries, and local governments through 1) collaborative ventures in cost effective delivery of quality library services; 2) centralized delivery of selected services; and 3) the fostering of fast, accurate access to materials and services in a seamless, consistent, and uniform manner.

Purpose of the MCLS Digital Resources Collection Development Policy

This collection development policy seeks to clarify criteria that staff will follow through the acquisition and withdrawal of digital materials specifically purchased for the Monroe County Library System. Our aim is to provide materials for all age levels and interests which will educate, entertain, enlighten, and enrich library users.

The Monroe County Library System will strive to support:

- the American Library Association Library Bill of Rights (http://www.ala.org/advocacy/intfreedom/librarybill/)
- the American Library Association Freedom to Read Statement (http://www.ala.org/offices/oif/statementspols/ftrstatement/freedomreadstatement)
- the American Library Association Freedom to View Statement (http://www.ala.org/vrt/professionalresources/vrtresources/freedomtoview)

Selection of Material

Scope

The Monroe County Library System aims to achieve its stated objectives through a carefully selected collection of digital materials, chosen to reflect the diverse backgrounds and interests of the community, within limits of budget and availability. MCLS does not promote particular beliefs or views; rather it attempts to provide a balanced representation of many viewpoints.

Responsibility

Each member library is responsible for contributing to the Monroe County Library System Digital Resources Collection. Selection of digital materials rests with library staff chosen by each library's director.

Criteria

All titles selected with meet at least one of the following criteria:

Quality

The literary and educational merit, recency of information, accuracy, effectiveness of presentation and comparison with other published materials of the same subject is considered, as seen in professional reviews or by examination of a librarian. Judgment will be based on the material as a whole, and not on the presence of individual words, scenes, or images alone.

Balance
All sides of an issue will be represented, within budget limitations and availability of materials. No material will be excluded because of race, gender, nationality, political or social views or the personal beliefs of the author.

Demand
We consider expressed interest by the community while remaining consistent with budget restrictions and collection balance.

Suitability for age level
Selection criteria for children, young adult, and adult materials differ; however, any patron (valid card holder) may access and/or borrow from the entire collection. The Monroe County Library System does not restrict items based on age level, material type, or subject matter.

Self-published works
Self-published works will be decided on a case-by-case basis

Weeding
To maintain the quality and usefulness of digital materials, library staff will systematically re- evaluate the existing collection.

Complaints
Though the Monroe County Library System purposely selects materials for diversified readership, patrons have a right to address their concerns to the MCLS Office.

Approved by Directors' Council March 6, 2013

Appendix F — Library Materials Reconsideration Form

A patron with a concern regarding library materials in the collection **must complete this form in full—one title per form**. It will be forwarded to the Library Director, who will respond to the request in writing within 45 days of receipt of the form. If the patron is not satisfied with the Director's decision, they may appeal to the Library Board of Trustees. The patron must be a resident of the Fairport Central School District.

Title: _____ **Format of Material:** _____

Author/Artist: _____ **Publisher/Producer:** _____

Your Name: _____**Library Card:** 29077_____

Address: _____

Telephone: _____**E-mail:** _____

Do you represent: **Yourself** ☐

An organization ☐ **Name:** _____

What concerns do you have about this work? Please be specific. _____

_____

_____

_____

Are there specific pages/sections to which you object?_____

_____

_____

_____

Did you read, listen to, or view the entire work? **a)** Yes **b)** No

Have you seen/heard any promotions or read any reviews about this work? If so, please identify.

_____

Are there any additional comments you would like to make? _____

_____

Signature _____**Date** _____

STAFF USE ONLY: This form was received by: _____Date/Time: _____

Action taken: _____