

Approved 4/25/00
Revised 5/28/13



Collection Development Policy

Mission Statement

The Chili Public Library is the center of lifelong learning for our community, and a welcoming responsive place people come to for the discovery of new ideas, the joy of reading and the power of information.

Purpose of the Library/Library Objectives

The Chili Public Library exists to serve Chili residents of all ages, abilities and interests. In order to serve all residents the library selects, preserves, and makes available books and related educational, recreational, and informational materials.

The library is a place where diverse ideas may be encountered to stimulate the free exchange of ideas. As the community changes, the library endeavors to keep abreast of the changes and provides programs and services to meet new needs. The library strives to promote increased interest in reading and the opportunity for all users to educate themselves.

Purpose of the Collection Development Policy

The Chili Public Library acts to fulfill its mission by selecting, acquiring, maintaining, preserving, and providing access to a collection of materials, both print and nonprint, that address the interests and needs of the community.

The volume of publishing as well as budgetary considerations necessitate the acceptance of a collection development policy if the library is to fulfill its objective of meeting community needs and interests. This collection development policy is used by library staff in the selection of materials and also serves to acquaint the general public with the principles of selection

Community Profile

The Town of Chili, located in Monroe County, is a suburb of Rochester, New York. Chili is made up of 40 square miles and has a population of 28,625. Chili is a community that is contrasted by a suburban character primarily in the geographic area north of Black Creek and a rural agricultural character south of Black Creek. Chili has a variety of recreational areas including eight town parks, one county park, two museums, a disc golf course, a public nature area, two semi-private golf courses, and two boat launches - one on the Genesee River and one on Black Creek. (Town of Chili website)

Responsibility for Materials Selection

The ultimate responsibility for selection of materials rests with the Library Board of Trustees. That responsibility is delegated by the Board to the Director of the Library and the other librarians on the staff.

All staff members, as well as members of the general public, are encouraged to suggest and recommend materials to be considered for purchase.

Policy Statement

A. Selection Objectives

The Chili Public Library aims to achieve its stated objectives through a carefully selected collection of materials in a variety of formats, chosen for values of interest, information and recreation. The library strives to reflect the diverse backgrounds and interests of the community and to provide the best materials available within reasonable budget limitations. The library attempts to provide a balanced representation of many viewpoints without promoting any particular beliefs or views. Selection is influenced by both expressed and anticipated need. Selection of materials is determined by usefulness and is not limited by format.

Selection of Materials

A. Selection Aids

Some of the review sources used in materials selection include: Booklist, Library Journal, School Library Journal, Voice of Youth Advocates, Publisher's Weekly, current bestseller lists, and various popular periodicals.

B. Collections

Reference: The collection emphasizes informational materials in print, non-print, and electronic format to support the general research needs of the community. A wide range of general reference resources is included as supplementary sources for formal and informal education.

Local History: The library maintains as comprehensive a collection of materials related to Chili history as space and funding allow.

Adult: The general adult collection reflects the diversity of reading/viewing/listening interests of the community including popular fiction, general nonfiction, and media. Purchases are made in response to popular demand and to provide a balanced, up-to-date collection within budget restraints.

Teen: The objective of the collection is to provide print and non-print materials for teenagers, generally of middle and high school age. Materials include those for recreation, general information and formal research purposes.

Juvenile: The juvenile collection provides materials for the community's children from infancy to grade six, and their parents and caregivers. To serve this age range, materials in a wide variety of reading levels and formats are maintained. This collection serves both the informational and recreational needs of children. Chili school curriculum is supported with supplementary materials to enhance the students' learning experiences while leaving the main responsibility for curriculum support to the schools.

Homeschooling: The aim of the Homeschool Collection is to select educational resources that will assist homeschool educators with curricular development for children, kindergarten through grade 6. The Library has also provided additional resources such as history subject kits, books, and subject specific pathfinders to help support homeschool programs. The Library, however, does not endorse any opinion expressed in the materials or any one particular curriculum.

Sound recordings/Audiobooks: The music collection consists of works by major classical and contemporary composers, as well as popular music. Recordings for children include storytelling, folk and nursery songs, holiday music and read-alongs. The spoken recording collection contains unabridged fiction and nonfiction books and language instruction.

Periodicals: The library's newspaper and periodical collection provides current and retrospective information aimed at meeting the research and recreational reading needs of the community as well as being a supplement to the print collection. The collection also contains periodicals that serve the professional needs of the library staff.

Large Print: The large print book collection meets the needs of an increasing number of patrons who are not able to comfortably read books in standard-sized print. The major emphasis of the collection is popular fiction and nonfiction. **Electronic Databases:** Online computerized databases extend the collection by providing timely and versatile access to information in an electronic format. Databases are used to enhance and supplement the library's print collection.

Downloadable E-Books and Audiobooks: The Library subscribes to Overdrive, a global distributor of digital content in the form of ebooks and audiobooks. With Overdrive, patrons can download fiction and nonfiction audiobooks and eBooks directly to a computer

or a variety of devices such as: PDAs, iPads, iPods, Nooks, Kindles, Smartphones, and other MP3 players and tablets.

C. General Criteria for Selection

Selection policy is guided by the first amendment of the U.S. Constitution, the Library Bill of Rights, the American Library Association guidelines on Freedom to Read, and the Access to Electronic Information, Services, and Networks.

Material considered for purchase will be selected on the basis of:

- Content
 - Accuracy of the information
 - Comprehensiveness
 - Integrity
 - Purpose
 - Quality
 - Balance
 - Representation of controversial or diverse points of view
- Cost and availability
- Critical reviews in a variety of professional journals
- Demand: Current and anticipated appeal
- Format: appropriateness and effectiveness of medium to content
- Informational and recreational needs of users
- Local interest
- Prizes, awards, or honors received
- Relevance to Library's mission
- Relevance to the existing collection's strengths and weaknesses
- Significance of the author/creator or publisher
- Timeliness: Present and potential relevance to community needs

Additional Criteria for Juvenile collection:

- Area schools' reading lists

Other Selection Areas

A. Gifts and Memorials

The library applies the same selection criteria to gift materials as are applied to purchased materials. The library reserves the right to refuse gifts or dispose of them in accordance with procedures established by the Library Board of Trustees. Materials donated to the library are not automatically added to the library's collection. Donated items are reviewed by the Library Director and staff according to the selection criteria set forth in this policy. Generally, materials that carry restrictions which necessitate special treatment or which prevent integration of the gift into either the operation of the Library or the Library

collection will not be accepted. Limitations of space, staff time, and processing costs are additional considerations that may impact the decision to accept gifts of materials. Donated gifts automatically become the property of the Library and may be disposed of at any time in accordance with Library restrictions and with State laws. The Library will, if requested, provide a written acknowledgement of the receipt of gift, but in accordance with income tax regulations, will leave the determination of the value of the material to the donor. Gifts made in memory or honor of individuals are encouraged. The selection of such materials may be left to the Director or designated staff, or the donor may request a particular book or subject area. Bookplates may be placed in items added as memorials. Money, in any amount and with restraining conditions, may be accepted only after consultation with and approval of the Library Director.

Weeding the Collection

Weeding is a necessary aspect of collection development and a valuable tool in maintaining a vital, useful, and up-to-date collection. Materials which are worn, soiled or outdated will be disposed of by the professional staff following the determination that the particular material is no longer suitable for retention in the collection. Because library material is purchased with public monies, no material may be given to an individual even though it is marked for discard. Discarded materials may be sold, given to another non-profit organization, or recycled at the discretion of the library director.

Materials in the following categories shall be considered candidates for weeding:

- Materials that are badly damaged or worn-out from use
- Ephemeral materials that are no longer timely
- Materials that are no longer factual or accurate
- Materials that have not circulated recently and are of questionable value
- Materials that are duplicates of titles no longer in demand
- Availability of item in alternative format
- Space considerations
- Availability of newer edition
- Malfunctioning of audio-visual materials

Replacement of Withdrawn Materials

Replacement of withdrawn materials is not automatic. The need for replacement is influenced by the following factors:

- Existence of duplicate copies within our own collection or the library system
- Adequate coverage of the subject elsewhere in the collection
- Demand for the specific title or materials in that subject area
- Budgetary considerations

Disposal of Weeded and Donated Materials:

Library materials that have been weeded from the collection which are judged by the Library Director and staff to have possible resale value shall be kept for the Friends of the Chili Public Library annual book sales or sold online . The availability of storage space for such materials shall be the deciding factor in how long potential sale materials are kept. Materials unsuitable for sale by the Friends of the Library shall be recycled.

Preservation

The Library takes appropriate action to preserve those materials that cannot be replaced, but that continue to have long-standing or permanent significance to the overall collection. The Library may use a variety of means to preserve such materials, including the replacement of content through purchase of another addition or use restriction. Staff use the following criteria when evaluating an item for preservation:

- Age and condition
- Cost
- Intellectual content
- Intrinsic value
- Long term historical significance/uniqueness to the collection

Reconsideration of Library Materials

The Library welcomes expressions of opinion from patrons concerning materials selected for the collection. If a patron questions the content, tone or placement of an item in the collection, they may register a verbal complaint with the Library Director. The Director will consider the complaint in light of the library's Collection Development Policy. If a patron wishes to press the complaint, he or she will be invited to complete a [Materials Selection Inquiry Form](#). The form will then be submitted and the Library Director will thoroughly review it and respond in writing to the patron. If the concerns are still not resolved, the matter may be presented to the Library board of Trustees for its final review. No materials will be removed from the collection without the action of the Library Board of Trustees. During the process of reconsideration the materials in question shall remain on the shelf.