

Collection Development Policy

Mission

An informed and literate citizenry is essential to the future of Riverdale. The Riverdale Public Library District functions as a major information source for the community and provides a broad and relevant collection of materials for informational, educational, and recreational purposes to people of all walks of life.

Purpose

The Collection Development Policy is designed to support the Library's mission statement and serves as a guide for the selection and acquisition of materials as well as a process for addressing Library user concerns.

Community Statement

The Riverdale Public Library District primarily serves the community of Riverdale. Decisions regarding collection development are made with an understanding of the dynamic and diverse nature of the community. In order to best meet the needs of a changing population, Librarians consider such factors as local demographics, as well as the objective of providing patrons a view of the world at large. The Library further serves the residents of our neighboring communities and beyond through the offering of reciprocal borrowing within the SWAN/RAILS consortium, and our substantial collection of electronic resources. Our interlibrary loan (ILL) service assures access to the extended resources of libraries throughout the state and allows access to our collections in turn.

Responsibility Statement

The ultimate responsibility for selecting Library materials rests with the Library Director or designee, who operates within the framework of policies established by the Riverdale Public Library District Board of Trustees. The Director delegates selection responsibilities to a professional staff with the authority to interpret and apply selection policy.

Material Selection

For a well-rounded collection, librarians select materials based on local and national demand, professional and popular media reviews, recommendations from the public and other Library staff, and evaluation of review copies from publishers, while also ensuring adequate availability of literary staples. Budget and space limitations require a

focus on materials that appeal to a broad range of users, rather than the academic and highly technical works collected by universities and other research institutions.

Criteria

All materials, whether purchased or donated, are subject to the criteria listed below:

- Current and anticipated needs and interests of the public
- Enduring value
- Treatment of subject for intended audience
- Physical durability
- Creative, literary, or technical quality/merit
- Quality of the production
- Cost and availability
- Evaluations in review media
- Professional or literary reputation of the author, publisher, or producer
- Relation to existing collection and other materials on the subject
- Space and budgetary limits
- Suitability of the format for Library use
- Availability in other formats

An item need not meet all of these standards to be included in the Library's collection. The choice of Library materials by users is an individual matter. Responsibility for the reading materials of children and adolescents rests with their parents or guardians.

Formats

The Library collects materials in a variety of formats including print, audiovisual, and digital. When choosing a format for a physical item, consideration is given to the condition and durability of the materials used in the item's construction and how the item will hold up over time. Materials which are delicate or require special handling may not be suitable for our collection.

When selecting audiovisual and digital materials, the most used format is chosen. Formats rendered obsolete due to the prevalence of a new format will not be added to the collection.

Foreign Language Materials

Materials published in languages other than English are purchased for the collection in response to local demographics, demonstrated need, and according to popular demand.

Gifts and Donations

Material Donation:

The Library accepts gifts for its collection that fall within needed subject categories as determined by Library staff. For an item to be added, it must meet the same selection criteria as purchased materials.

Donated materials are accepted with the understanding that the Library has the right to determine the disposition of the gift items. Donations become the property of the Library, and may be given to other libraries and nonprofit agencies, sold or discarded at the discretion of Library staff.

Examples of materials that may not be added to the collection include those that are outdated, are in poor physical condition, lack any reviews or are poorly reviewed in professional reviewing sources, or are duplicates of items the Library already owns in sufficient quantity. The Library cannot accept magazine subscriptions, electronic books, or electronic audiobooks purchased by a donor.

The Library can supply the donor with a letter of acknowledgment if one is requested at the time of donation. By law, the Library cannot determine the value of a donation for tax purposes.

Donors who wish to have an evaluation of their gifts for tax purposes are referred to the IRS Publication 561, Determining the Value of Donated Property, and Publication 526, Charitable Contributions.

Monetary Donation: To support the enhancement of Library resources and/or to strengthen and promote the Library's quality services, monetary donations can be made by contacting the Library Director.

Digital Resources

Selection of and access to electronic resources are integral to fulfilling the mission and objectives of the Riverdale Public Library. The Library provides a number of web-based resources available via the Library's website, selected using the criteria outlined in the Collection Development policy. These are considered a part of the Library's collection. However, not all materials and information found via the internet are part of the collection.

Consortium Memberships

Riverdale Public Library belongs to the SWAN consortium organization that provide materials and other resources for use by our Library users. RPLD, along with the other public library systems across the state, receives access to a wide variety of databases purchased with state funds through the RAILS Library System.

RPLD is a member of OCLC Worldshare, the largest resource sharing system on the planet. Library user-initiated requests for materials not owned by RPLD can be requested via the system for short term use by our Library users. Reciprocally, libraries around the world can request circulating materials in Riverdale Public Library's collections.

Intellectual Freedom Policy

The endorses the principles of the Freedom to Read Statement, the Freedom to View Statement, and the Library Bill of Rights adopted by the American Library Association.

As proclaimed in the Bill of Rights to the United States Constitution, freedom of expression, specifically the right to publish diverse opinions, is essential to the democratic form of government. A public institution committed to the principles of democracy and intellectual freedom, RPLD recognizes its obligation to provide as wide a spectrum of materials as possible.

Diverse points of view, including controversial subjects, are available in this collection. Inclusion in the collection does not imply Library approval of or agreement with the contents.

Library materials are not marked or identified to show approval or disapproval of the contents, nor are materials sequestered except for the purpose of protecting them from damage or theft.

No restrictions are placed on what anyone may read, view, or listen to. Selection of materials to include in the collection will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the material in relation to building the collection and to serving the needs and the interests of all users.

Individuals or groups may occasionally question the inclusion of an item in the collection because of fear or doubt about the effects of the material on impressionable persons. Although the Library understands this concern, it is the Library's position that the risk to society is far greater if public access to ideas and information is restricted. While anyone is free to select or reject materials for themselves or their own minor children or wards, the values of one will not be imposed on the many. Parents and legal guardians have the responsibility for their child's or ward's use of Library materials.

The Library is opposed to the removal from its shelves, at the request of any individual or group, materials which have been chosen according to the materials selection policy.

Reconsideration of Library Materials

If a Library user wishes the Library to consider the removal or reclassification of a work (i.e. a proposal to change a YA title to Adult), a “Public Request for Reconsideration of Library Materials” form (attached) is available at the Library. The request must be completed in its entirety and mailed or delivered to the Director in order to initiate a review of the item in question. Once such a request is received, the Director shall:

- a. Subject the material for review, utilizing Library Board-approved policies—and, as appropriate, the Library Bill of Rights, the Freedom to Read, the Freedom to View Statements, and the American Library Association’s (ALA) guidelines on intellectual freedom.
- b. Once this process is completed, a written response, signed by the Director, will be mailed to the requester, stating the outcome of the review. If still unsatisfied, the requestor may present concerns to the Library Board, which is the final arbiter in matters of this nature. When necessary, information on how to do this will be included with the written response from the Director.
- c. The final authority regarding removal or retention of Library materials ultimately resides with the Library Board of Trustees.

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.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

WEEDING POLICY

WEEDING POLICY AND PROCEDURES

1. POLICY OVERVIEW

Weeding the collection is as vital to the health of the library as adding new titles. Each item, through its quality, reliability, current usefulness and appearance must earn its place on the shelf, and contribute to the reliability, reputation, and attractiveness of the Library. Systematic weeding is an integral part of book selection, pointing out the weaknesses of the collection and representing the evolution of patron needs and societal evolution.

2. RESPONSIBILITY FOR THE COLLECTION

Final authority for the determination of the policies in this document are vested in the library's Board of trustees. They have delegated the responsibility of implementing this policy to the Library Director. The Library Director may delegate to specific staff members the responsibility for withdrawal of materials in certain specific areas, but recommendations of these staff members are always subject to review by the Director.

It is the function of librarians to select and to withdraw library materials and to advise on their use. Recognizing that sensitivity to the needs and interests of the community is essential to the development of library collections, the director and staff welcome advice and suggestions from the community, trustees and authorities in various fields. Librarians, however, are responsible for judging the needs of their collection and community, and they must make the final choices.

Weeding should be done without bias by individuals, whose personal preferences or interests will not dominate their work. Librarians are expected to include in the collection, when available, materials that promote both diversity of thought and respect for others.

3. WEEDING CRITERIA

A. General Considerations

Every title requires individual judgment. Each book is considered from the standpoint of its value to the community as well as in relation to other books on the shelf. Materials are candidates for weeding if they are factually inaccurate, worn or damaged and beyond mending or rebinding (either practically or due to cost), superseded by a truly new edition or a more accurate book on the subject, of no discernible literary or scientific merit, unused, and/or are irrelevant to the needs or interests of the Riverdale community. Duplicate titles no longer in demand should be withdrawn. The availability of materials through the

interlibrary loan network allows books of limited appeal to be weeded and space given to more useful material.

B. General Guidelines

The following sections, roughly divided by Dewey Classifications, will show a specific coding in the form of a ratio. These formulas are intended as broad guidelines, only, and the director and staff recognize there will be many exceptions to these "rules." The first number refers to the age of the material, or the number of years since the latest copyright date. The second number refers to the maximum number of years without usage. An "X" in the place of a number indicates that no clear default number of years is applicable.

000 (General) : Encyclopedias 5/X

The shelf-life for materials in this range is generally good for about five years, unless they are specialized and very dated items, like almanacs and computer guides, which are good for two years.

100 (Philosophy and Psychology) : 10/5

The collection should keep abreast of popular topics in psychology. The value of philosophy is determined mainly by use.

200 (Religion and Mythology): 10/5

The collection should have something up-to-date on each religion represented in the Riverdale area, provided such materials are available. Generally the shelf-life for items in this range is ten years except for areas of rapid change.

300 (Social Sciences) : 10/3

Books on government and economics should be replaced by new editions as available. Unless they have an historical approach, they are of little use after ten years. Books on finance, opportunities for wage earners, college guides, educational testing are outdated sooner. Books on customs and etiquette may have a longer shelf life depending on whether the subject matter is consistent with current ideas. Books on folklore may be kept well beyond ten years, depending on condition.

400 (Linguistics and language) : 10/5

Need only stock dictionaries and grammar instruction for languages being (or likely to be) studied or spoken in Riverdale.

500 (Pure Sciences) : 10/3

Mathematics, general biology, natural history and botany have a shelf-life of ten years, but other sciences may be dated much sooner as new research supersedes earlier data. Basic works of significant historical or literary value, such as Darwin's Origin of Species should be kept indefinitely.

600 (Applied Sciences and Technology) : 7/3

Technology is making such rapid advances that material over seven years old should be viewed with suspicion with obvious exceptions. Repair manuals for older cars and appliances should be retained as long as such items are generally used in Riverdale. Cookbooks, unless unused, also enjoy a much longer shelf life. Books on medicine (except anatomy and physiology) and home economics become dated much sooner as style and technique change rapidly.

700 (Arts and Recreation) :

This range generally enjoys a relatively long shelf life, and most items may be kept, especially histories of art and music, until worn and unattractive. Books on crafts (X/3) may be retained if they contain basic technique and are well illustrated. Books on photography (7/3) should be checked for outdated technique and equipment. Books on sports (7/3) should be weeded if they deal with personalities no longer of interest.

800 (Literature): (X/X)

Keep poetry works of well-read writers. Keep local works if available and circulating (discard after three years if not circulated). Discard works of writers no longer read or discussed in literary histories (such as poetry, drama, essays or letters).

900 (History and Geography) : 15/3

Books on history generally enjoy a longer shelf life than most of the collection. The main factors include demand, accuracy of facts, and fairness of interpretation. Personal narratives and war memoirs of WW II, the Korean War, and the Indochina wars may be weeded in favor of broader histories of these conflicts, unless the author is a local person, or the book is cited in a bibliography as outstanding in style or insight. Dated viewpoints should be discarded. Books on travel (4/2) become dated much more rapidly, however personal narratives of travel (10/3) enjoy a somewhat longer shelf life, especially

if they are of high literary or historical value. All local material and accounts in which local people have participated should be kept.

Adult Fiction : (X/3)

Discard works no longer popular, especially second and third copies or old best sellers. Retain works of durable demand or high literary merit, good non-topical well written novels appealing to universal concerns will circulate for many years.

Large Print : (X/3)

Mass Market Paperback: (X/1)

Children's Fiction : (X/3)

Discard books where the format and reading level are no longer appropriate to the current interest level of the book; topical fiction on dated subjects; abridged or simplified classics to be replaced by the original; second and third copies of series books no longer popular

Children's Non-Fiction :

Use the same criteria as adult but looking especially for inaccuracy and triviality, the more common faults of over-simplified children's non-fiction.

Young Adult Fiction :

Use the same criteria as children's fiction

Young Adult Non-Fiction:

Use the same criteria as adult non-fiction.

Audio-Visuals : (X/3)

Worn out or damaged, rarely used, trivial and dated materials are the general criteria taken into consideration when weeding audio-visual items.

4. FREQUENCY OF WEEDING

Weeding should not be a major project undertaken once every few years of when there is no longer room to shelve the materials. The collection as a whole should be reviewed systematically, one section at a time, each book should be considered individually, keeping in mind the general selection criteria and the terms in the above section on weeding criteria. Some sections will require more frequent review than others. The following chart will serve as a very broad guideline for the frequency each section should be reviewed.

DEWEY RANGE	YEARS BETWEEN REVIEW
000	3
100	4
200	5
300	3
400	5
500	2
600	2
700	3
800	5
900	4
Fiction	2
Large Print	2
Paperbacks	1
Children's	2
Young Adult	3
Audio-Video	5

5. DISPOSAL

SELL: Most books discarded from the library are sold through book sale.

DONATE: While not as "profitable" as selling the items, this option can generate the best public relations when discarded materials are passed along to other agencies (i.e. schools, day care providers, nursing homes, jails, third world countries)

DESTROY: Generally reserved for books which cannot be removed by any other means (damaged beyond further use and/or rejected by all over avenues)

Riverdale Public Library District

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

The Riverdale Public Library Board of Trustees, supports the American Library Association's Library Bill of Rights. We also value each patron's right to express their concerns in regards to the materials that are part of the Library's collection. If there is disapproval or a complaint concerning an item in the Library's collection, patrons may request that the item be re-assessed. The requesting library patron must complete this form and submit it to a member of the Riverdale Public Library Staff.

Once the form has been submitted, the Library Director and administrative staff will review the item in question and, after a thorough evaluation, make a determination which will then be communicated to the requesting party. If the requesting party is dissatisfied and wishes to make an appeal of the decision, the request will then be forwarded to the Riverdale Public Library District Board of Trustees. The Board will have the final decision on any request for the removal of materials from the Library collection.

To make your request, please fill out the following:

1. Description of item:

- Book
- Video/DVD
- CD
- Other (Describe) _____

Author/Artist: _____

Title: _____

Publisher/Distributor: _____

2. What brought this item to your attention?

3. Have you examined the item in question in its entirety?

- Yes
- No

If not, what parts did you review?

4. What do you find concerning/offensive/objectionable about this item? Please give specific details and examples, including listing pages or sections. *(Attach additional sheets if necessary.)*

5. Is there a source(s) you could suggest to provide additional information or other viewpoints on this item?

6. What action would you like the library to take in regards to this item?

7. Do you have a recommendation for an alternative to this item?

In order to respond to your request, please fill out the following:

Your name:

Address:

Phone:

E-mail Address:

Who you represent:

Self

Organization *(Name)* _____

Other *(Please Specify)* _____

Signature of person submitting the Reconsideration Form: _____ **Date:** _____

Signature of Library staff member receiving the Reconsideration Form: _____ **Date:** _____

The Riverdale Public Library appreciates your interest in and attentiveness to the Library's collection. You will be presented with a decision regarding your request within 30 days from the date recorded on the form by the library staff.