



Pittsford Community Library Policies

Collection Development Policy

Adopted by the Board of Trustees on January 2, 1997

Revised and approved by the Board of Trustees on June 9, 2021

Collection development is the ongoing process of assessing materials for purchase or licensing, and making decisions about the inclusion and retention of materials. This policy provides guidance, within budgetary and space limitations, for the selection and evaluation of materials to meet the needs of the Pittsford community. It connects the collection to the library's mission, vision, and plan of service.

Scope of the Collection

The Library fulfills its mission through carefully selected print, non-print, and digital collections that are current, responsive, and of sufficient breadth and depth to reflect the diverse backgrounds and interests of the community. The principal limits on the ability to add to the collections are budget and space. The library does not promote particular beliefs or views, nor does it endorse particular resources. The support services of the Monroe County Library System enhance and enlarge both the collection and the library services available to Pittsford residents.

Responsibility for Selection

Responsibility for selection of materials rests with the Library Board of Trustees. The responsibility is delegated by the Board to the Library Director. The Library Director delegates selection responsibility to professional librarians.

The Board of Trustees supports intellectual freedom and endorses the following statements by the American Library Association: The Library Bill of Rights, The Interpretations of the Library Bill of Rights, The First Amendment and Censorship Statement, The Freedom to Read Statement, and The Freedom to View Statement.

Selection Criteria

Materials are evaluated according to one or more of the following criteria. Criteria are not listed in order of importance.

General criteria:

- Relevance to community needs
- Contribution to the diversity and scope of the collection
- Content created by and representative of marginalized and under-represented groups

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- Materials that meet the needs of library users, including those with disabilities
 - Suitability of subject and style for intended audience
 - Popular appeal and demand
 - Relevance of format
 - Cost and availability
 - Published evaluations, reviews, and awards
 - Relation to existing materials in the collection
 - Relation to materials in other area libraries

Special considerations for digital resources:

- Ease of use
- Availability of the resource to multiple, concurrent users
- Technical requirements to provide access to the resources
- Technical support and training
- Quality and quantity of titles on the platform

Collection Maintenance

To maintain the quality and usefulness of library materials, professional staff continuously evaluates the collections, discarding items that are outdated, worn-out, or low-demand. The material will be disposed of in accordance with established library procedures.

Gifts

The library encourages donations and memorial gifts from the community. The criteria used to purchase materials applies to donations and gifts. Materials that carry restrictions which necessitate special treatment or which prevent integration into either the operations of the library or the library collection will not be accepted. Limitations of space, staff time and processing cost may impact acceptance decisions. Gifts automatically become the property of the library and may be disposed of at any time in accordance with established procedures. Final acceptance of any gift resides with the Board of Trustees.

Memorial gift selection is left to the Director or designated staff, or the donor may suggest a particular book or subject area. Appropriate book plates may be placed in items indicating that they were donated in honor of, or in memory of, an individual.

Request for Reconsideration

Though the library purposely selects materials for diversified readership, patrons have a right to address their concerns to the Library Director in accordance with the established library procedures. Concerns should be addressed by submission of the Request for Reconsideration of Library Materials form, Appendix C.

Appendix C

Request for Reconsideration of Library Materials

If you have concerns about materials or library resources owned by the Pittsford Community Library, please complete this form to assure prompt, complete consideration by library staff. The Library Director will respond to your request within up to four weeks.

Name _____

Address _____

Email _____

Telephone _____

Title of Item _____

Author/Producer _____

Publisher _____

Dewey number (if any): _____ Date/Edition: _____

Type of Material:

Book Magazine/Newspaper Video/DVD/CD/BOCD Electronic Database

Other: _____

Did you read, view or listen to the entire work or a portion of the work? All Part

Please describe your concerns regarding this material:

What specific pages/sections illustrate your concerns?

How did this material come to your attention?