

## **Collections Development**

**Created: 11/2023**

**Revised:**

**Reviewed:**

The objective of Powers Library Association is to provide book and materials selections to fulfill our roles as: A Learning Center for Adult Independent Learners, A Discovery and Learning Center for Preschool Children, An Educational Support Center for Students of All Ages, and A Popular Materials Center.

In selecting materials, Powers Library will adhere to the American Library Association's *Library Bill of Rights*, which has been adopted in a separate policy. For more information, see that policy and the accompanying American Library Association policies: *Freedom to Read Statement*, and *Freedom to View Statement*.

### **Responsibility for Materials Selection**

The responsibility for the *collection* rests with the Library Board. The responsibility for *selection of materials* rests with the Director.

### **Criteria for Selection:**

Powers Library recognizes that any given material may offend some persons; however, selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to the Library's mission, the overall collection, and the interest of the readers. In addition, selection of all materials may be influenced by one or more of the following considerations:

1. Relevance to patron interests, needs and demand.
2. Relation of material to existing collection.
3. Reviews in media and opinions of experts in the field.
4. Timeliness and popularity of the subject.
5. Budgetary considerations (library funds and grant sources).
6. Physical limitations of the building.
7. Quality of content.
8. Physical nature of the material (binding, format, etc.).
9. Availability of materials at other libraries in the Finger Lakes Library System and through inter-library loan channels.
10. No library materials shall be excluded based on expressions of race, religion, nationality, or political or social views.

## **Powers Library – Moravia, NY**

### **Maintenance of Collection:**

A continuous, consistent weeding program is necessary to achieve a collection suitable to the clientele served. The process shall include removal of multiple copies no longer in demand, and any library material that is damaged or outdated. The CREW Method will be consulted as an aid for evaluation and weeding of the collection. See Appendix A for more information on the CREW method.

The Library will dispose of the discarded materials in various appropriate ways, including intermittent book sales.

### **Procedures for Handling Objections:**

Censorship is a purely individual matter. Responsibility and guidance for the reading, viewing, or listening material of children and adolescents rests with their own parent or legal guardian. Librarians may offer assistance, but Powers Library staff do not stand *in loco parentis*. This policy defends the principles of freedom to read, view or hear, and no material shall be removed from the collection save under the procedures for reconsideration of library materials adopted by the Powers Library Association's Board of Trustees.

In the event that the selection of any Library material is challenged the following procedures shall be followed:

1. The complainant shall fill out the Request for Reconsideration of Library Resources in its entirety (See Appendix B). The completed form shall be presented or sent to the Library Director. **No individual staff member will make an immediate judgment on the material.**
2. The material shall then be reviewed objectively by the Director and the Board of Trustees to determine whether its selection meets the criteria listed in this policy. If deemed necessary, the Board of Trustees will then meet with the complainant to discuss the matter. If necessary, the Library Board of Trustees will make a final decision.
3. No material shall be removed from the collection until a final decision has been made. Powers Library reserves the right to only consider challenges made by members of the community of Cayuga County.

### **Revision of Policy:**

This policy will be reviewed regularly and shall be revised as required.

## **Appendix A**

### **CREW METHOD**

Devised by the Texas State Library and Archive Commission, the CREW (Continuous Review, Evaluation, & Weeding) Method\* involves evaluating books by year of copyright, last use, and condition. All are factors that you should consider when weeding your collection.

In addition, **MUSTIE** is a list of criteria that may help you determine whether a particular title should stay or go.

**M**=misleading: factually inaccurate

**U**=ugly: beyond mending or rebinding

**S**=superseded by a new edition or a better book on the subject

**T**=trivial: of no discernible literary or scientific merit or entertainment value

**I**=irrelevant to the needs and interests of the library's community

**E**=elsewhere: nonessential material easily obtainable from another resource

- Begin with collection analysis. Most circulation systems and many vendors offer an analysis component. Evaluate the results by identifying your collection's weakest areas.
- Target key Dewey ranges. Areas such as technology, social problems, and the sciences (especially health and astronomy) become quickly outdated.
- Weed the worst. Start by discarding the oldest nonfiction material. Make room on your shelves by tossing books with outdated covers and yellow pages.
- Use your senses. Follow your nose. Books that smell musty or are moldy must be discarded to maintain the health of the entire collection. Look at a book's condition. Are the pages falling out? Time to toss.
- Enlist your colleagues. Host a weeding party and assign partners to sections that need attention. Give them bottom-line criteria: "books more than 20 years old must go," for example. Teams can discuss individual titles and put them aside for your final say.
- Fill the gaps. If you target key areas for weeding, be sure to create wish lists for those sections. Deleting a book about Pluto? Add a new one to your list.
- Ask the experts. National organizations—beyond the American Library Association—choose the best nonfiction titles in their subject areas. The National Council of Social Studies and the National Science Teachers Association, for example, both create annual Notable Trade Book lists for K–12. You might also ask your subject area specialists to help you weed and shop for replacement titles.

## **Powers Library – Moravia, NY**

- Judge for yourself. The latest award-winning nonfiction titles incorporate many features that support the Common Core State Standards. Look for the same features in the books on your shelves. Is there a bibliography? A glossary? What are the writer’s qualifications? What websites support the text? Are the graphics appealing and informative?

The same criteria applies to gifts. Ask yourself: Is this material shelf worthy? If not, discard, recycle, or add it to your book sale box.

In short, no matter the size of your budget, it’s better to have no information than misinformation. Discard books that are no longer accurate. Delete worn materials. Free up space in your media collection for fresh, current resources. As the “guardian” of your library’s collection, it’s your responsibility to ensure that what you own is worth protecting.

\*CREW: A Weeding Manual for Modern Libraries, copyright 2012 Texas State Library and Archives Commission, revised and updated by Jeanette Larson to include ebooks and other media, is licensed under Creative Commons (<http://bit.ly/1RV2Myz>).

To Weed or Not to Weed? Criteria to ensure that your nonfiction collection remains up to date | Everyday Librarian | School Library Journal (slj.com) 10/29/2023

# Powers Library – Moravia, NY

## Appendix B

### Request for Reconsideration of Library Resources

The Board of Trustees of Powers Library Association have established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the Library Director of the Powers Library Association, 29 Church Street, PO Box 71, Moravia, NY 13118, or email to [director@powerslibraryny.org](mailto:director@powerslibraryny.org).

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Do you represent: self? \_\_\_ Organization? Name: \_\_\_\_\_

1. Resource on which you are commenting:

\_\_\_ Book \_\_\_ Other Printed Material \_\_\_ Movie \_\_\_ Audio Recording

\_\_\_ Digital Resource (e-book) \_\_\_ Game \_\_\_ Library Program \_\_\_ Other

Title \_\_\_\_\_

Author/Producer \_\_\_\_\_

2. What brought this resource to your attention?

\_\_\_\_\_

3. Have you examined the entire resource? If not, what sections did you review?

\_\_\_\_\_

4. What concerns you about the resource? (Use additional pages if necessary.)

\_\_\_\_\_

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

\_\_\_\_\_

6. What action are you requesting the committee consider?

\_\_\_\_\_

(Revised by the American Library Association Intellectual Freedom Committee – January 2018)