



Collection Development & Maintenance Policy

Approved by Board: November 18, 2021

Responsibility for Collection Development & Maintenance

Ultimate responsibility for collection development and maintenance rests with the Manlius Library Executive Director who operates within the framework of the policies determined by the Board of Trustees. The Executive Director may delegate aspects of the implementation of this policy to Manlius Library staff.

Purpose of Collection Development and Maintenance Policy

Manlius Library strives to maintain diverse collections that reflect the educational, informational, and recreational needs of our community. A diverse collection should contain content by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences. The process of developing and maintaining a diverse collection is an ongoing process.

Manlius Library collects materials, in a variety of formats, which support its function as a major information source for the demanding needs of its diverse population. The collection also serves the popular and recreational needs of the public, reflecting the diversity of the wider community. By providing materials in choices of formats, treatment, language, and level of difficulty, Manlius Library strives to provide collections with long-term value for its community.

Patron use is the most powerful influence on Manlius Library's collection but must be balanced with providing a diversity of viewpoints, genres, topics, and representation. In addition to customer demand, selections are made to provide depth and diversity of viewpoints to the existing collection. Manlius Library's acquisition of these items does not constitute endorsement of their content but rather makes available the expression of a diversity of ideas. Manlius Library upholds the right of any individual to access information, even though the content may be controversial, unorthodox, or unacceptable to others.

Materials for children and teenagers are intended to broaden their vision, support recreational reading, encourage and facilitate reading skills, supplement their educational needs, stimulate and widen their interests, lead to recognition and appreciation of literature, and reflect the diversity of the world community. The reading and viewing activity of children is ultimately the responsibility of parents, who guide and oversee their own children's development. Manlius Library does not intrude on that relationship.

Manlius Library's collection is a living, changing entity and as such, requires ongoing evaluation and maintenance. Collection maintenance allows librarians to identify collection gaps, subject areas in need of updating, worn and damaged materials, and materials that have received little use.

Manlius Library has adopted and adheres to the American Library Association's ***Freedom to Read*** and ***Freedom to View*** statements.



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Online Collection

Like the physical collection, the online collection represents the diverse viewpoints and interests of the entire community. In addition to electronic content licensed or purchased from vendors, Manlius Library digital collections also include materials selected from our collection to be digitized to provide both online access and long-term preservation. Materials selected for digitizing are based on their unique character, relevance to local history and government, and popularity with patrons.

Selection Criteria

Collection development staff use their training, knowledge, and expertise along with the following general criteria to select materials for the collection:

- Extent of publicity, critical review, and current or anticipated demand
- Representation of diverse topics, audiences, and viewpoints
- Relevance to interests and needs of the community
- Relation to other resources within the community
- Current or historical significance of the author or subject
- Local significance of the author or subject
- Relevance to the existing collection's strengths and weaknesses
- Format, price, and collection budget
- Availability of material elsewhere in the OCPL collection or through Interlibrary Loan

Selection Resources include, but are not limited to:

- Published reviews from standard review sources, publisher/vendor catalogs
- Professional trade bibliographies
- Review of, or nomination for, major awards or prizes

Patron Recommendations

Manlius Library welcomes suggestions and recommendations from Manlius Library cardholders for new library materials that meet our selection criteria as outlined in this policy.

Requests for Reconsideration

Requests for removal of items from the collection may be made by completing and submitting a [Request for Reconsideration Form](#).

Criteria for Weeding and Withdrawal

The following criteria are used in selecting materials for withdrawal:



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- Damage or poor physical condition
- Number of copies and space available in the collection
- Relevance to the needs and interest of the community
- Current demand, frequency of use and/or obsolete format
- Accuracy and timeliness
- Local interest
- Availability elsewhere including other libraries and online

Some older or worn material may be retained, such as classics, one-of-a-kind or irreplaceable items, collectors' items, award-winning children's books, items in the local history collection or of local interest, items that provide special coverage of a field, and items that are consistently in demand.

Withdrawn materials may be considered for replacement if they are still deemed necessary to the collection. Items identified as needing repair are evaluated for cost of repairs and availability of newer or better materials on a subject.

Items removed from the collection may be sold in the context of a library sponsored book sale or through partnerships with organizations such as *Better World Books*, donated, recycled, discarded, or otherwise disposed of in conjunction with the parameters defined in the Library's **Disposal of Surplus Library Property** policy.

Gifts

Manlius Library accepts donations of books and other materials. Manlius Library retains the authority to accept or reject gifts and at its discretion makes all decisions as to the use, housing, and final disposition of donations. Manlius Library does not evaluate or appraise gifts for tax purposes.