



## **GROTON PUBLIC LIBRARY COLLECTION MANAGEMENT POLICY**

### **Purpose:**

The purpose of the Groton Public Library is to provide book and material 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.

The Collection Management Policy assures our patrons, the community we serve, and relevant oversight authorities that our collection practices meet the needs of our constituents, uphold the Library's mission, and comply with relevant law and regulations. The policy also provides staff with a document to: guide decisions about materials and services to be included or excluded from the collection, outline goals for collection development, and provide procedures for challenges to materials and handling disputed items.

In selecting materials, the Library will adhere to the American Library Association's Library Bill of Rights and Freedom to Read Statement, which are appended to this document.

### **Area of Service:**

The Groton Public Library (GPL) serves 5,417 (2020 US Census) residents of the Groton Central School District -- 2,217 Village of Groton residents plus another 3,200 living in the surrounding area of northern Tompkins County and parts of Cortland and Cayuga counties. The GPL is supported primarily through the library tax levy collected from the residents of the Groton School District. The Board of Trustees is elected by the community.

### **Overview of the Collection:**

The Library holds a wide variety of materials such as: Books, Audiobooks, DVDs, BluRays, Computer Games, Newspapers, Board Games, Puzzles, Kits, and a lending closet of things. The Library also has available for public usage: Computers, Gaming Computers, Foosball Table and other games as well as various technologies.

### **Responsibility for Materials Selection:**

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

### **Criteria for Selection:**

Selection of all materials shall 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. Timelines 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 interlibrary loan channels.
10. No library materials shall be excluded based on expressions of race, religion, nationality, or political or social views.

**Dispute of Collection Content:**

A resident of the Library's Area of Service who has a complaint about materials in the collection may fill out a Request for Re-Evaluation Form (appended to this document), which can be obtained from staff at the Circulation Desk. The request will be carefully reviewed by the library executive. After consulting with the board of trustees and other relevant persons, the library executive will arrive at a documented decision and inform the patron of the decision. A written document detailing the decision process and conclusions will be available to any patron or resident at the circulation desk and kept on file for 6 years.

**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. *Evaluating and Weeding Collections in Small and Medium-sized Public Libraries- The CREW Method* will be consulted.

This process CREW (Continuous Review, Evaluation, and Weeding), uses the following criteria to evaluate a title's current usefulness to the materials collection:

M = Misleading (and/or factually inaccurate)

U = Ugly (worn and beyond mending or rebinding)

S = Superseded by a truly new edition or by a more relevant book on the subject

T = Trivial (of no discernible literary or scientific merit)

Y = Your collection has no use for this book (i.e. irrelevant to the needs interests of the community)

Date of publication, last date circulated, and average number of circulations per year are useful indicators of the above factors.

The Library will dispose of the discarded materials in various appropriate ways, such as donating, recycling, or discarding (rarely).

Approved by the Groton Public Library Board of Trustees on: 2/11/2014

Updated and approved by the Groton Public Library Board of Trustees on: 7/13/2023

Reviewed and approved: 1/11/24