

Collection Development Policy

Maxwell Memorial Library

- General collection development guidelines (guiding principles)

The key aim of Maxwell Memorial Library's collection development policy is to build a collection that supports the needs of the community of Camillus and aligns with the mission: "Maxwell Memorial Library is a primary resource for a diverse community seeking good books, accurate information, lifelong learning, access to technology, and programs for all." The library will also endeavor to select material that will allow patrons to access new ideas and enjoy a collection that will meet the educational and recreational requirements of the people of Camillus and beyond.

- Scope of the collection

The scope of the collection at Maxwell Memorial Library will vary by material and age of intended audience. With the collection scope covering the variety of needs of a public library community specific to the age of the patrons as well as materials within the collection, the intended audience of the collection will help guide the selection of materials. For a public library there are three main audiences with specific collection needs.

- Adults
- Teen
- Children

As a public library, the collection shall include materials that represent a variety of human experiences and a balanced view of current events.

- Selection guidelines

Material for selection will be guided by the collection development policy and the ALA's Freedom to Read Statement. "We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read." (American Library Association, 2021). Maxwell Memorial Library will use selection practices that respond to changes in the needs of the community and maintain materials for the public library community which are sensitive to the needs of marginalized individuals. Maxwell Memorial Library will work to make all materials available to all people whenever possible. Material Selection will be based on the value of a work. Materials will not be excluded based on the author's background, politics, gender, or personal identity. The criteria for material selection will be:

- Popular interest
- Award winning materials
- Social significance
- Cost
- Format
- Availability within the consortia
- Accuracy of material
- Reputation of the author or publisher

Suggestions from patrons are vital to the creation of a collection that services the community. Any offered suggestions will be considered and whenever possible items, materials, or subjects suggested by patrons will be added to the collection.

- Selection Guidelines for e-resources

Electronic resources have become a large part of numerous collections. This is important to recognize in public libraries where patrons often wish to access materials from home rather than traveling to the library. All electronic resources will be selected using the same criteria outlined for selection of traditional materials. Electronic resources may include e-books, audiobooks, streaming services, databases, downloadable content, and more. Criteria for evaluating electronic resources will include:

- Ease of use of the product for all patrons
- Accessibility to multiple users on- and off-site
- Additional features provided, potentially making e-resources more desirable than print

- Format considerations

Whenever possible, the format of material selection will be as universal as possible to reflect the needs of a changing community. In order to serve the greatest number of patrons, materials will be made available in formats that meet the needs of patrons with disabilities, or assistive technology will be made available to access materials. Format should be suitable for public library consumption. For print materials this shall include library bindings. For electronic resources this shall include accessibility from library hardware.

The variety of formats collected include:

- Print: books, documents, magazines, newspapers, pamphlets, and maps.
- Audiovisual Media: videos on DVD and Blu-ray, books on CD and digital audio player, downloadable music and music on CD.
- Electronic Media: databases, software, electronic books, downloadable audio books, videos and music.
- Other: games, musical instruments, toys, book club kits, and cake pans.

- Collection budget considerations

All funding for collection development and maintenance will come from the library materials budget. This will include the acquisition of new materials, replacement of old or damaged materials and licensing of electronic resources. Decisions regarding changes, additions, or updates to the collection will be based on budget as well as community need and demand.

- Responsibility for collection development

Overall collection development will be the responsibility of the Library Director, who will also be responsible for developing the adult collection. The lead Youth Services Librarian will be responsible for collection development for the young adult, and children's collections. The Director and Youth Services Librarian may assign a

member or members of the Maxwell staff for specific duties such as acquisition, weeding, or evaluation of the collection. The tasks of building and maintaining the collection will be the responsibility of the Director and Youth Services Librarian using the cited criteria within this policy. Ultimate responsibility for the library's collection rests with the Library Director, who operates within the framework of policies determined by the Library Board.

- Gifts and donated materials policy

Maxwell Memorial Library gratefully accepts gifts of money and materials for the betterment of the public library. All gifts will be assumed free of restriction. Maxwell Memorial reserves the right to reject materials that are outdated, damaged, or do not align with the collection development policy. Once materials are donated to the library, they will not be returned to the donor. Any donated materials may be disposed of at the discretion of the library staff. Disposal may include sale through the library, recycling materials, or donating items to other non-profit agencies. Monetary donations will be used for collection development and will be held or used at the discretion of the Director.

- Deselection (deaccession) policy

Staff will regularly review the collection for items that no longer meet the needs of the patrons. Materials will be deselected from the collection when they become outdated, damaged or obsolete. Unnecessary duplicate items will be removed from the collection as needed for space (taking into account availability of the item at other libraries in the Onondaga County Public Library System). Damaged items may be repurchased and placed back into the collection at the discretion of the Youth Services Librarian or Director (depending on the material audience). It is the responsibility of the staff to assess the need for replacing materials that are damaged, destroyed, or lost. Items will not be automatically replaced.

- Impact of any collection sharing agreements

Maxwell Memorial Library is a part of the larger Onondaga County Public Library System and as such will endeavor to make the collection at Maxwell Memorial accessible to patrons across Onondaga County. Staff will recommend branches of the OCPL for patrons seeking materials/services not available at Maxwell Memorial Library whenever possible.

References

American Library Association. (2021, April 08). Collection Development. Retrieved from <http://www.ala.org/tools/atoz/Collection%20Development/collectiondevelopment>

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