

## Seneca Falls Library Collection Development Policy

### Objectives of the Collection:

The Library is responsible for providing materials to patrons of all ages, backgrounds and opinions. The collection also serves the general educational interest, recreational, and leisure needs of the public, and reflects the racial, ethnic and cultural diversity of the community.

Widespread interest and usage are the most powerful influence on the Library's collection. The collection is presented to provide individual access to information and materials in various formats, and to serve a wide variety of needs:

- To encourage and enhance personal, artistic, and intellectual growth
- To educate and to inform
- To promote the joy and fun of reading
- To encourage lifelong learning

The Library neither encourages nor discourages any particular viewpoint. No material will be excluded because of the race, nationality, religion, gender, sexual orientation, political or social views of the author. Selection of the materials by the Library does not mean the Library endorses the content or the views expressed in those materials.

### Selection:

Collection management decisions are the responsibility of the Library Director. Collection development supports the Library's mission statement and long range plan.

Selection of materials is based primarily on generally positive reviews in credible sources, such as trade and popular journals and magazines, subject bibliographies, annual lists of recommended titles, award recipients, catalogs and websites. All collection materials are evaluated according to the following criteria:

- Appeal to community needs and interests
- Appropriate for intended audience
- Support or enhance library collections, programs and services
- Literary and artistic merit
- Authority, accuracy, clarity and integrity of content
- Author / publisher reputation and significance to a wide audience
- Persistent and/or timely value
- Suitable and generally accessible format for library and/or home use
- Quality and suitability of the physical format and medium
- Cost proportionate to expected use and ability to collect on item loss
- Historic nature in regards to Seneca County and the Women's Rights Movement
- Availability from member libraries in the Finger Lakes Library System

Individual items may be selected if their inclusion will contribute to the range of viewpoints in the collection as a whole and the effectiveness of the Library's ability to serve its community.

The Library encourages public suggestion of items and subjects to be considered for the collection. Serious consideration will be given to purchasing patron-requested materials when these requests meet collection objectives. Remaining requests may be met through resource sharing with other libraries, electronic retrieval or other means. Suggestions can be made through the library's website or by visiting the circulation desk.

Access:

The Library considers reading, listening, and viewing to be individual, private matters. The Library believes that full, confidential, and unrestricted access to information is essential. While anyone is free to select or reject materials for themselves or their own minor child(ren), the freedom of others to read or inquire will not be restricted. Parents and guardians are solely responsible to guide and direct the choices of their own minor child(ren). The Library does not stand in the place of parents (*in loco parentis*).

Collection Review:

Materials reflecting the diversity of values and viewpoints present in our society are included in the collection. The library is a forum for information and ideas. Seneca Falls Library provides books and other library resources for the interest, information, and enlightenment of all people of the community.

Seneca Falls Library will remove upon request if it can be shown to be in violation of the collection policy. In order to have an item be considered for removal, a patron must submit a request for reconsideration by the Director. If the item is deemed to have been properly selected by the terms of the collection policy, public use of it shall not be denied, restricted, or abridged in any way, nor shall an item be relocated. An item is evaluated as a whole work, not by excerpts.

Withdrawal of Materials:

The Library recognizes that withdrawing materials from the collection is an important part of maintaining the Library collection. Withdrawal of Library materials is a responsibility of the Library Director, who may authorize qualified staff members to assist. The Library's withdrawal policy shall be based upon the same factors as the selection policy and will include the item's physical condition as a factor.

Approved by the Board of Trustees on May 17, 2021

Reviewed and approved by the Board of Trustees on April 20, 2026