

**EDITH B. FORD MEMORIAL LIBRARY  
OVID, NEW YORK**

**COLLECTION DEVELOPMENT POLICY**

The Edith B. Ford Memorial Library is committed to serving the informational, educational, cultural and recreational needs of all our patrons. The Library has a responsibility to provide all individuals in the community with carefully selected books and other materials to aid in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Because of the volume of material available as well as the limitation of budget and space, the Library must have a collection development policy to meet community needs and interest.

**Responsibility for Selection**

The ultimate responsibility for the selection of Library materials rests with the Library Director who operates within the framework of the policies determined by the Edith B. Ford Memorial Library Board of Trustees. While this responsibility may be shared with other members of the Library staff, the Director has the authority to reject or select any item.

**Criteria for Selection**

The main points considered in the selection of materials are:

1. Individual merit
2. Popular appeal/patron demand
3. Local interest
4. Suitability of material for patron base
5. Existing library holdings
6. Cost and budgetary constraints

Reviews in professionally recognized periodicals are a primary source for materials selection. Standard bibliographies, indexes, book lists by recognized authorities, including best seller lists, and the advice of competent people in specific subject areas also may be used.

**Materials Selection Policy**

The Edith B. Ford Memorial Library recognizes that full, confidential, and unrestricted access to information is essential for patrons to exercise their rights as citizens. The Library believes that reading, listening, and viewing are individual, private matters. While anyone is free to select or reject materials for themselves or their own minor children, the freedom of others to read or inquire cannot be restricted.

The Library strives to maintain materials representing all sides of an issue in a neutral, unbiased manner. Selection of materials by the Library does not mean endorsement of the contents of views expressed in those materials. The existence of a particular viewpoint in the collection is a reflection of the Library's policy of intellectual freedom, not an endorsement of that particular point of view.

The director of the Library shall be responsible for selection of books and other materials based upon their value in terms of interest, information, and enlightenment of all people of the community. No library material shall be excluded because of origin, background, or views of those contributing to their creation.

Library materials should be of sound factual authority and may represent all points of view concerning the problems and issues of our time.

Materials for individuals of varying ages, educational levels and interest should be acquired.

The Library keeps the collection vital and useful by retaining or replacing essential materials, and by removing, on a systematic and continuous basis, those works that are worn, outdated, or of little historic significance, or no longer in demand. Materials which are removed from the library collection may or may not be made available for public purchase at book sales.

### **Reconsideration of Materials**

Should any registered patron of the Edith B. Ford Memorial Library raise a question about any materials provided by the Library being in any way questionable, the complainant must file a written complaint with the Library Director. Appeals from the Library Director's decision may be directed to the Board of Trustees for their final decision.

Should any registered patron of the Edith B. Ford Memorial Library file a written Library Reconsideration of Library Resources complaint,

The Director shall:

1. Read and examine the challenged material.
2. Consider the specific objections to the materials voiced by the complainant
3. Weigh the values and faults of the material as a whole.
4. Where appropriate, solicit advice or opinion from other library Directors, the Finger Lakes Library System, and the America Library Association Office for Intellectual Freedom.
5. Issue a written report within ninety days to the Board of Trustees containing his or her recommendations concerning any complaint.

The Board of Trustees shall:

1. Review the report of the Director and notify the complainant within 30 days.

### Edith B. Ford Memorial Library Reconsideration of Library Resources

The Board of Trustees of the Edith B. Ford Memorial Library has delegated the responsibility for selection and evaluation of library resources to the Library Director, and has established reconsideration procedures to address concerns about those resources. This form is to be used to gather information that would be helpful in reviewing a request.

If you wish to request reconsideration of a library resource, please return the completed form to the Library Director, Edith B. Ford Memorial Library, PO Box 410, Ovid, New York 14521.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Do you represent self? \_\_\_\_\_ Organization? (Name) \_\_\_\_\_

Resource on which you are commenting:

Material type (book, magazine, video, program) \_\_\_\_\_

If book:

Title: \_\_\_\_\_ Author: \_\_\_\_\_

Publisher: \_\_\_\_\_

What brought this resource to your attention? \_\_\_\_\_

\_\_\_\_\_

Is your objection to this material based upon your personal exposure to it, upon reports you have heard, or both? \_\_\_\_\_

\_\_\_\_\_

Have you examined (read/heard/seen) the material in its entirety? \_\_\_\_\_

What concerns you about the resource? Please cite passages or pages. Are there resources you suggest to provide additional information/viewpoint on this topic? (Please attach this information.)