

**Goshen Public Library**  
**Collection Acquisition, Development & Retention**

**Policies 1/1/92 (revised July 20, 2022)**

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**A. Purpose of Policy**

The purpose of this Acquisition, Development and Retention Policy is twofold:

- a. To guide the staff in selection of materials, including what subject areas and material types to consider acquiring and retaining and how much emphasis each should receive, and
- b. To provide a public record of the principles upon which selections are made.

**B. Goals of Policy**

To provide and maintain an organized collection of library materials in a variety of formats reflecting a diversity of ideas in proportion to the levels of need and use as identified in the community.

To strive to promote quality library service which meets the cultural, creative, educational, reference, research and recreational needs of the residents and/or businesses of Goshen.

To insure the Library's collection contains good quality, up-to-date materials in all relevant subject areas.

**C. Intellectual Freedom**

As a basis for formulating this material selection policy, the Library Board of Directors has reviewed and endorses the Library Bill of Rights, and the Freedom to Read. Copies of these documents are contained in the Appendix of this policy.

## **D. Objectives for Acquisition and Development**

### 1. General Criteria for Acquisition

Selecting materials employing one or more of the following criteria will maintain high quality standards:

Reputation and significance of the author or artist

Authoritativeness and accuracy

Literary style or artistic excellence

Relevance to present or anticipated needs and interests of the community in terms of new materials as well as duplication of materials in high demand

Permanent value as resource material

Timeliness

Relation to existing material in the Library

Accessibility in other collections through Interlibrary Loan

Suitability of format for library use

Price and availability of funds

Local interest (Goshen and surrounding communities)

### 2. Acquisition and Development

The Library will acquire materials in appropriate formats as best meet service goals, space, staff, equipment and budget constraints of the Library.

## **E. Special Considerations**

### a. User Recommendations

User recommendations are seriously considered and are judged using the selection criteria above. If any item is deemed inappropriate for the collection because of cost, format, limited demand, or degree of technicality, etc., an attempt will be made to borrow it for the patron through the interlibrary loan network.

### b. Gifts and Memorials

The Library will accept gifts of books and other materials but reserves the right to evaluate and dispose of them in accordance with the criteria for selection. Since the Library has limited facilities not all gifts will be

maintained but will be used for the Library's benefit whenever possible. No conditions may be imposed relating to any material after its acceptance by the Library.

The Library Director will be responsible for the acceptance and disposal of all gifts using the selection criteria. Memorial donations of material and/or suggestions of specific titles or subjects are welcome but the final decision rests with the Library Director.

The Library prefers that memorial funds be unrestricted as to use.

The Library will not determine the value of gifted materials, and, therefore, will not provide that information for tax exemption purposes. The Library will acknowledge the gifts, but without reference to the value.

Materials donated as memorials will be designated as such at the discretion of the Library Board of Directors. Because of space limitations, memorial donations will not be housed separately from the remainder of the collection. A record of memorial donations will be maintained.

**c. Weeding**

The Goshen Public Library strives to maintain a collection that meets the needs of the community. In doing so, a regular and systematic weeding (or deselection) of the library's materials will improve the efficiency and vitality of the library's resources. Weeding has been shown to increase the quality and use of a library's collections. We need to keep the collection current to the requirements of the patrons and make best use of the limited shelf space of our facility.

The American Library Association recommends that annual withdrawals should average about 5% of the total collection. Lack of demand, obsolete or erroneous information and poor condition of the material will be the main reasons for discarding. Standard titles of lasting value (unless they are replaced by newer copies) and materials of special local interest will not be discarded.

### ***Criteria for Weeding***

- 1.) Appearance: Books of antiquated appearance that might discourage use; badly bound volumes with soft or frayed bindings; broken spines; missing pages; poorly printed works, poor illustrations or paper which is yellowed or translucent; dingy or torn covers are all candidates for weeding.
- 2.) Unnecessary titles: Examples of titles which are no longer needed include duplicate titles whose popularity has waned; inexpensive reprints; older editions of currently held works; highly specialized works whose information is included in other materials or subjects of little interest.
- 3.) Poor content: Materials that contain obsolete or incorrect information; poorly written or performed works; or items which have been superseded by newer, improved editions.
- 4.) Age: Items that have not circulated in seven (7) years unless deemed worthy by other criteria.
- 5.) Materials removed from the collection will be deemed of no depreciated value and disposed of to the best possible advantage. They may be donated to the Friends of the Goshen Public Library, recycled or destroyed.

### **d. Replacements**

Need for replacement will be evaluated in relation to the number of duplicate copies, existence of adequate coverage of a field, other similar material in the collection and demand for a specific title or subject.

### **e. Mending**

Minor damage will be repaired by the Library Staff.

#### **f. Binding**

Rebinding will be considered as an alternative to replacement.

#### **g. Duplication**

Because of space limitations, duplication of titles is undesirable except for certain titles needed in times of high demand (e.g., support for school reading programs and certain best sellers.)

#### **h. Local Authors**

Works of local authors will be purchased by the Library at the discretion of the Library Director. Works of local authors donated as gifts will be included in the collection if they are consistent with the principles outlined in this policy.

#### **i. Local History and Town Documents**

Local history is defined as those happenings within the boundaries of the Town of Goshen and/or neighboring towns or those affecting its citizens. Materials and artifacts relating the history of Goshen will be reviewed to determine the appropriateness to the collection. Items not deemed appropriate will be offered to the Goshen Historical Society.

It will not be the responsibility of the Library to house Town documents.

The Library has agreed to house the Bi-Centennial Quilt made by the residents of Goshen to celebrate the Bi-Centennial (1976). The Library will not provide for the cleaning and/or maintenance of this quilt and cannot be responsible for damage, destruction and/or loss.

#### **j. Interlibrary Loan**

Should a title be requested that the Library does not intend to purchase, effort shall be made to request it through InterLibrary Loan. Should there be a fee for material borrowed, the patron will be notified prior to order and cost assumed by the patron. The Library will lend material to other libraries with the exception of non-circulating material and brand new material owned by the Library.

## **F. Responsibility for Selection**

Selection will be the responsibility of the Library Director using the criteria outlined in this policy. Selection will conform to budget limitations.

## **G. Policies for Selection**

The following types of material will be considered for selection:

- Adult Fiction and Non-Fiction
- Young Adult Fiction
- Children's Fiction and Non-fiction
- Picture Books for Children
- Easy Readers
- Periodicals
- Realia
- DVD's and CD's
- Sound Recordings

The following guidelines will apply to selection of material:

Adult Collection	60% of budgeted funds
Children's and Youth Collection	40% of budgeted funds

Any deviations from these guidelines will need to be approved by the Board of Directors.

Pamphlet and other Reference material will be accepted and maintained as space permits. Materials of exceptional value only in this category will be purchased.

This portion of the Collection Acquisition, Development and Retention Policy will be reviewed annually during the first calendar quarter by the Board of Directors to determine changes to meet current needs versus budget restrictions.

## **H. Complaint Procedures**

### **a. General Guidelines**

On controversial subjects, the Library Director must take the responsibility of buying whatever books seem to be worthwhile and must in no case yield to pressure to keep such books off the shelves; nor yield to pressure to put any sensational and extravagantly biased work on the shelves. Where purchases are made on one side of a controversial issue, purchase should be made of equally sound material on the opposing side.

Library materials will not be marked or identified to show approval or disapproval of the contents, and items will be removed from the shelves only to protect them from damage or theft. The use of rare and scholarly items of great value may be controlled to the extent required to preserve them from harm.

The Library is not in a position to judge the parental concern and control of reading material for juvenile minds, and it is suggested that parents concerned about the content, quality and level of sophistication of material selected by their children, accompany them on their visit to the Library.

### **b. Complaint Procedures**

If a patron seriously objects to a particular item in the collection or believes an item should be included, the following procedure should be followed:

1. The patron will be asked to fill out a form (see Appendix) detailing the objections.
2. The form will be referred to the Library Director who will investigate the complaint and recommend action.
3. If the issue is unresolved, it will be referred to the Board of Directors for a decision.
4. Any decision thus made will be communicated to the patron in writing.



## **I. Revisions**

This entire policy will be reviewed at least every five (5) years by the Library Director and the Board of Directors, except as otherwise stated.

The Library Director may make recommendations for revision to the Board of Directors six months prior to the scheduled review date. Recommendations for revision may be made to the Board of Directors at any time and will be acted upon within six months of submission.

This policy will be maintained in the Library with sufficient copies to be available to the general public, if required.

## **Damage and Lost Materials Policy**

1. Patrons must pay for damage to or loss of Library materials. The extent of damage and amount to be paid will be determined by the Library Director.
2. The Library Director is urged to consult the Board of Directors when a determination cannot be made or an unusual controversy exists.
3. Lost materials will be charged for at the replacement costs. An exact replacement copy may be accepted at the discretion of the Library Director.
4. A book damaged beyond repair or rebinding will be treated as a lost book and replacement charges will be levied.
5. If the book is out of print or otherwise unavailable, the charge must be sufficient to purchase a comparable replacement.
6. Lost periodicals will not be replaced and will be assessed at the rate of one newsstand price per issue lost.
7. Materials lost or damaged belonging to another library must be paid for in accordance with that Library's policies.
8. In the case of a lost book being found and returned after payment has been made: The Library Board of Directors will determine whether or not any refund will be issued. Length of time and effort in returning the book and its condition will be determining factors.
9. Library staff must check and assess all materials when returned. Notation must be made on book pocket and card if damage is noticed and a fine to be levied. Repaired books or materials evidencing damage should be marked "damage noted" and the "date" to avoid confusion in assessing fines.

Revised December 16, 2015 LBS and approved by the Library Board of Directors December 2015

Revised May 18, 2022 LBS and approved by the Library Board of Directors – July 20, 2022

**APPENDIX**

**APPENDIX A LIBRARY BILL OF RIGHTS**

**APPENDIX B FREEDOM TO READ**

**APPENDIX C MATERIAL CONSIDERATION REQUEST**

## Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations>).

## The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. 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.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

- 1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

- 2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

*A Joint Statement by:*

American Library Association (/)

Association of American Publishers (<http://www.publishers.org/>)

*Subsequently endorsed by:*

American Booksellers for Free Expression (<http://www.bookweb.org/abfe>)

The Association of American University Presses (<http://www.aaupnet.org/>)

The Children's Book Council (<http://www.cbcbooks.org/>)

Freedom to Read Foundation (<http://www.ftrf.org>)

National Association of College Stores (<http://www.nacs.org/>)

National Coalition Against Censorship (<http://www.ncac.org/>)

National Council of Teachers of English (<http://www.ncte.org/>)

The Thomas Jefferson Center for the Protection of Free Expression

**Goshen Public Library**  
**Collection Acquisition, Development & Retention**  
**Appendix C - Material Reconsideration Request**

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

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

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

Request Initiated By: \_\_\_\_\_

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

Complainant Represents: Themselves \_\_\_\_\_ Organization:  
\_\_\_\_\_

Complainant's Organization, if any:  
\_\_\_\_\_

**Entire form must be completed for material to be reconsidered, use back of sheet if necessary**

Please use complete sentences.

1) To what in the material do you object? Please be specific.

\_\_\_\_\_  
\_\_\_\_\_

2) What do you feel is the result of reading or viewing this material?

\_\_\_\_\_  
\_\_\_\_\_

3) For what age group would you recommend this material?

\_\_\_\_\_  
\_\_\_\_\_

4) State what value you feel this material has to the Goshen Public Library.

\_\_\_\_\_  
\_\_\_\_\_



5) Did you read or view the material in its entirety? Yes \_\_\_\_\_ No \_\_\_\_\_

If not, which parts did you examine? \_\_\_\_\_

\_\_\_\_\_

6) What do you believe is the theme of this material?

\_\_\_\_\_

\_\_\_\_\_

7) What would you like the Library Director to do about this material?

\_\_\_\_\_

\_\_\_\_\_

8) What other material, servicing substantially the same purpose, would you recommend in place of this?

\_\_\_\_\_

\_\_\_\_\_

9) Other comments: \_\_\_\_\_

\_\_\_\_\_

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

Signature: \_\_\_\_\_

Upon receipt of a completed form, the Library Director will consider your request. If the matter is not resolved after the Library Director's reconsideration, the matter will be referred to the Board of Directors. Any decision made by the Board of Directors will be communicated to you in writing.