

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

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

- A. Purpose of Policy
- B. Goals of Policy
- C. Intellectual Freedom
- D. Objectives for Acquisition and Development
- E. Special Considerations
  - a. User Recommendations
  - b. Gifts and Memorials
  - c. Weeding
  - d. Replacements
  - e. Mending
  - f. Binding
  - g. Duplication
  - h. Local Authors
  - i. Local History and Town Documents
  - j. Interlibrary Loan
- F. Responsibility for Selection
- G. Policies for Selection
- H. Complaint Procedures
- I. Revisions of Policy
- J. Damage and Lost Materials Policy
- K. Appendix

## **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**