

MPPL: Collection Development Policy

I. Purpose

This "Collection Management Policy" (the "Policy") sets the Mount Pleasant Public Library's policy and procedures governing:

- Selection
- Procurement
- Cataloging
- Evaluation
- Removal

of "Library Resources" as defined in this Policy.

The purpose of this Policy is to position the Library to assure its community, and relevant oversight authorities, that the Library's Collection Management practices meet the needs of the community served by the Library, uphold the Library's mission, and comply with relevant law and regulations.

II. Definitions

Because the management of Library Resources by a NY Regents-chartered library is controlled by law, regulation, and Regents' policy, this Policy uses the following precise terms, drawn from those laws and regulations, to define specific concepts critical to orderly and compliant collection management:

Area of Service: The precise, geographically defined community served by the Library, as described in its Charter and Long-Range Plan of Service and any contractual or policy arrangements.

Cataloging: The process by which purchased items are formally added into the Library's collection. "Cataloging" includes how selected materials are listed in the WLS maintained Catalog and in what section of the Library they are placed (where they are "shelved").

Charter: The most recent version of the document that creates the Library, as approved by the Regents.

Collection Management: The overall term for the Selection, Procurement, Cataloging, Evaluation, and removal of Library Resources.

Donated Materials: Books or other materials that are donated to the Library. These items are not immediately added to the Collection; they are evaluated according to the same Selection Criteria that are applied to purchased material. Donated Materials which

do not meet the Library's Selection Criteria will be disposed of at the discretion of the Library.

Evaluation: The process by which Collection Materials are periodically reviewed to ensure they remain physically intact, relevant, and meet "community needs" as required by 8 NYCRR 90.2(6).

Library: The Mount Pleasant Public Library ("MPPL"), which is a joint municipal library chartered by the Regents in 1965.

Library Director (or "Director"): The professional hired by the Trustees to lead the Library and supervise all other Library employees. The minimum qualifications of a library director are set by 8 NYCRR 90.8, and include educational and continuing education requirements set by 8 NYCRR 90.7.

Library Resources: As defined by 8 NYCRR 90.3, "Library Resources" means "the print and nonprint materials owned by the Library and any other services provided by the Library to the resident borrowers of the Library's Area of Service." In this Policy, Library Resources held by the Library are collectively referred to as the "**Catalog**" or "**Collection**" or "**Collection Materials**."

Long-Range Plan of Service: A community needs-based, board-approved, written Long-Range Plan of Service developed by the Library Trustees and staff. As required by 8 NYCRR 90.2, the Library's Long-Range Plan of Service includes the goals and identified community needs that must be met by the Library's Collection.

Procurement: The process by which selected Library Resources are purchased. Procurement is governed by a combination of law, regulation, and Library policies, including the Library's Procurement Policy. For certain purchases, it may also be governed by grant terms required by funding sources.

Request for Re-Evaluation: The formal process by which any trustee, library employee, or individual served by the Library, defined as a person who is eligible for an MPPL Library Card, may request re-evaluation of a Library Resource being included in the Library's Catalog, per the Library's Selection Criteria.

Selection [of Library Resources]: The process by which Library Resources are chosen by Library staff (see "Selection Criteria" below), based on the Library's budget and through use of vetted materials.

Selection Criteria: The criteria determined by the Director and other Library staff, based on the goals and identified community needs in the Library's Long-Range Plan of Service adopted by the Board, that must be met by the Collection.

Trustees (or the "Board"): The members of the Library's governing board, responsible for setting Library policy and hiring the Library Director.

III. Collection Management

A. Selection

The Selection Criteria of the Library, as informed by the Long-Range Plan approved by the Trustees, are attached as Appendix "A."

Selection Criteria are set by the Director.

Selection Criteria are maintained as an appendix to enable ease of amendment and flexibility with respect to evolving community needs.

It is expected, but not required, that Selection Criteria as set forth in Appendix "A" may be updated more frequently than this Policy. Such revision does not require approval by the Board.

Records management: records pertaining to Selection of Library Resources are kept for 0 years after no longer needed (see LGS-1 #600).

B. Procurement

The Procurement of selected Library Resources by the Library is governed by the Library's Procurement Policy.

At all times, the Director and the Board distinguish between Selection and Procurement. "Selection" is how Library Materials are chosen; "Procurement" is how they are purchased using Library funds (for example, Donated Materials are not procured).

Records management: records pertaining to Procurement of Library Resources are kept for 1 year (see LGS-1 #599).

C. Cataloging

The procedures for Cataloging the Collection of the Library, as informed by the Library's Long-Range Plan, are attached as Appendix "B."

The procedures for Cataloging are set by the Director, as informed by the Long-Range Plan approved by the Trustees, and the Director's familiarity with current relevant standards as set by the Library and the library and information management profession.

The procedures for Cataloging are maintained as an appendix to enable ease of amendment and flexibility to evolving community needs.

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It is expected, but not required, that the procedures for Cataloging may be updated more frequently than this Policy. Such revision does not require approval by the Board. As required by 8 NYCRR 90.2, the Library provides a circulation system that facilitates access to the Library's Collection as cataloged after selected materials are acquired.

Records management: As the final cataloging is set out in the Catalog, records pertaining to the procedures for Cataloging are kept for 0 years (see LGS-1 #62). Printed manuscript or published library catalogs are kept permanently; continuously updated library catalogs (such as databases) are kept until updated (see LGS-1 #598).

D. Evaluation

1. Routine Evaluation

As required by 8 NYCRR 90.2(6), Library Resources in the Library's Collection are routinely evaluated to ensure the Collection meets community needs; to ensure routine evaluation, the Library Director oversees such evaluation per the schedule attached as Appendix "C."

The Director reports to the Board on the routine evaluation of Library Resources not less than annually.

Routine evaluation decisions are often affected through a process referred to as "Weeding". The Library's procedures for Weeding are included in Appendix "C."

Records management: records pertaining to routine Evaluation are kept for 0 years after no longer needed (see LGS-1 #600).

2. Request for Re-Evaluation

A trustee, library employee, or individual served by the Library, defined as a person who is eligible for an MPPL Library Card, may request that the Selection or Cataloging of a Library Resource or Resources be re-considered.

To initiate a Request for Re-Evaluation, the Request-Maker may fill in the "Request for Re-Evaluation" form attached as "Appendix D." **Only the factors listed in the form are a suitable basis for filing such a request.**

The procedure for removal based on a Request for Re-Evaluation is addressed in Section III.E.3 of this Policy.

Materials shall generally only be subject to Re-Evaluation under this sub-section "2" once every 5 years. For repeat requests within 5 years, unless the Selection Criteria

have changed with respect to the subject materials, the prior determination shall be supplied.

Records management: records pertaining to a Request for Re-Evaluation are kept for 6 years (see LGS-1 #601). In addition, also per the LGS-1 #601, because such records deal with serious constitutional issues and may have value for future research, the Library shall appraise such records for historical significance prior to disposition.

E. Removal

Per Education Law Section 260, "*prior to the discarding of used or surplus books or other such reading materials by trustees of a chartered public, cooperative or free association library which receives over ten thousand dollars in state aid, the Trustees shall offer to donate such books or materials to a not-for-profit corporation or political subdivision located within the area of the library system or offer to sell such books or materials to the general public.*" Also as required by law, the Trustees shall retain any proceeds received from the sale of such books and materials for the purpose of maintaining and improving library service within the system.

1. Removal of damaged or technologically obsolete items

Upon finding that a Library Resource is too damaged to be useful or has become technologically obsolete to the point where it can no longer function in the manner intended, the item will be removed from the Collection.

Records management: records pertaining to Removal of damaged or technologically obsolete items are kept for 0 years (see LGS-1 #600).

2. Removal based on Routine Evaluation

Upon finding, after routine Evaluation, that a Library Resource no longer meets the then-current Selection Criteria (see Appendix "A") of the Library, the item will be removed from the Collection.

Records management: records pertaining to removal based on routine Evaluation are kept for 0 years (see LGS-1 #600).

3. Removal based on Request for Re-Evaluation

If a "Request for Re-Evaluation" form is properly submitted and either the Director, or the Board of Trustees upon appeal, determines that the Library Resource it pertains to

should be removed from the Collection, it will be removed from the Collection and the Catalog by the Director (or designee).

All Requests for Re-Evaluation will be evaluated per the Library's Long-Range Plan of Service, this Policy, and the following excerpts from the American Library Association's Code of Ethics:

I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.

II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.

VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.

VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.

Records management: records pertaining to removal based on Requests for Re-Evaluation are kept for 6 years (see LGS-1 #601) and may be kept longer based on a determination of operational or historic significance.

IV. Access to this Policy

To facilitate community understanding of the Library's services, operations, and governance, this Policy and its Appendices shall be posted on the Library's website and available in hard copy at the Library, and a copy shall be provided when a person or authority inquires or raises a concern related to Collection Management.

V. Review and Update of this Policy

This Board-approved written policy for Collection Management shall be reviewed and updated by the Trustees at least once every five years (as required by 8 NYCRR 90.3 (b)(4), or earlier if required by law, or if a law, regulation, or policy impacting it changes.

Policy History

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- Selection of Materials Policy originally approved by the Library Board of Trustees, February 16, 1995. Revised: June 2010
- Discarding of Materials Policy originally approved by the Library Board of Trustees, August 8, 1996
- Materials Reconsideration Form originally approved by Library Board of Trustees, February 1995.
- Revised and combined into Collection Development Policy, March 2014
- Policy revised, renamed Collection Management Policy, April 2023

Table of Appendices and Authorities

Appendices	Appendix A: Library's Selection Criteria Appendix B: Library's Cataloging Procedures Appendix C: Library's Routine Evaluation of Collection Materials Schedule & Procedures Appendix D: Library's Request for Re-Evaluation Form and Procedure
Related policies and documents	Charter & Bylaws Library's Procurement Policy ALA Code of Ethics NYLA Code of Ethics Library Code of Ethics
Controlling laws and regulations	New York Education Law Title I, Article 5, Part 2 8 NYCRR 90.1, 90.2, and 90.3

Appendix "A"

Mount Pleasant Public Library: Library's Selection Criteria

The selection of materials reflects the MPPL's mission; to be a center of discovery for the community, providing free and open access to the ever-changing world of ideas. The selection of materials rests with the Library's Collection Development Team, made-up of librarians and para-professionals, hereafter referred to as the "Library Team".

Criteria for selection shall include:

- positive reviews in authoritative sources
- actual evaluation of the material by Library staff
- popular demand (best-sellers lists, patron holds, local interest, circulation statistics).

Suggestions from the community are encouraged, but materials must meet the Selection Criteria.

When selecting materials, the Library Team shall bear in mind the following goals:

- To select thoughtful and stimulating materials for the community
- To feature current, high-demand, high-interest materials in a variety of formats for persons of all ages
- To include diverse viewpoints and sources
- To encourage young children to develop an interest in reading and ideas
- To assist students of all ages in meeting educational objectives
- To provide timely, accurate, and useful information

Multiple copies of popular titles will be purchased in order to meet demand. The Library will not acquire textbooks to support local curricula, condensed books or other abridged material. The Library will attempt to have information available in a variety of formats but may choose not to select certain items if the format is not durable enough to withstand reasonable library use, or would require excessive staff time to maintain.

Items that must be updated every year may be placed on a standing order list. The Library Team may, at their discretion, sign-up the Library with service providers who make available a selection of pre-selected materials for Library patrons.

At the beginning of each year the Library Director will determine how funds will be allocated among the major collection subdivisions.

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The Library Collection is not an archive, but a collection for use. All materials are kept on open shelves except for sections of the Local History collection.

The Library does not limit access to any item because of content or style. There are collections of material suitable for children and young adults; the responsibility of what children read, view or listen to rests with parents, not with the Library.

The Library aims to provide a diverse collection of materials that reflects major viewpoints on a variety of subjects. In no case are any materials excluded because of the race or nationality, the political or religious views, or the social or moral views of the author, editor, contributor or artist.

Appendix "B"

Mount Pleasant Public Library's Cataloging Procedures

Library Resources are selected by a team of librarians according to the Library's Selection Criteria.

New materials are received in the Technical Services Department and processed in order to be made available to patrons, including adding them to the WLS Catalog and proper labeling of each item. When appropriate the Library's librarians guide Technical Services staff on the appropriate Cataloging of items.

Technical Services staff assist in collection maintenance carried out by librarians, by processing the deaccession of materials in an environmentally and sustainable manner.

The Library staff will also regularly review all procedures, acquisition, processing of materials to ensure that the process is efficient and consistent with industry best standards and practices.

Appendix "C"

Mount Pleasant Public Library's Routine Evaluation of Collection Materials Schedule & Procedures

All members of the Library Team are expected to continuously review their collections with a view to ensuring that the materials continue to be consistent with the Library's selection criteria, are relevant to the community, contain accurate information and are in good physical condition.

The Library Director will oversee this process, and report to the Library's Board of Trustees whenever necessary. In addition, the Director will work with the Library Team in determining what nonprint media should be included in the Library's Collection.

The discarding of books and other materials is a necessary and continuing process. Members of the Library Team are responsible for making the decision of what items are to be removed from the Collection. It is expected that they will exercise professional discretion when making this decision and that the following factors will be part of the evaluation process:

- The number of copies of an item in the Collection
- The existence of adequate coverage of the subject area
- Other similar materials in the Collection, especially later and better materials
- Validity of information
- Demand for that particular title
- Physical condition of the item

Particular attention is paid to retaining material by local authors.

The Library Director will also regularly review all procedures related to the selection, acquisition, processing and disposal of materials, to ensure that the process is efficient and consistent with industry best standards and practices.

Appendix "D"

Form to Request Re-Evaluation of Library Resource

This Request for Re-Evaluation is governed by the Library's Collection Management Policy and the Library's current procedures for Selection and Cataloging.

For current copies of these documents, please visit the Main Library in Pleasantville or visit the Library's website.

To initiate a Re-Evaluation of a Library Resource, please fill out the form and follow the instructions below:

Patron's Name	
Address	
Library Card #	
Catalog # of Material of Concern	
Title of Work	
Basis of Concern (select all that apply):	<ul style="list-style-type: none"> <input type="radio"/> Does not meet current Selection Criteria <input type="radio"/> Improperly Cataloged (please note specific issue) <input type="radio"/> Does not fall within needs of community
Please include any comments you would like the Library to consider:	
Date submitting form:	
Signature:	

Instructions and process:

Please only list **one work** per form.

Please submit this form by either emailing it to director@mountpleasantlibrary.org or mailing it to John Fearon, Director, Mount Pleasant Public Library, 350 Bedford Road, Pleasantville, NY 10570 or submitting it in person at a service desk in either the Main Library or the Branch Library

Your submission will be reviewed by the Library Director within twenty (20) business days of receipt.

You will receive a response in writing that indicates either:

a) your Request for Re-Evaluation has been evaluated by the Library and no change is required;

OR

b) your request has been evaluated by the Library and the Selection or Cataloging of the item will be changed, which shall be briefly described in the reply.

If the Library determines that no action is needed, and you disagree, you may appeal this determination within fourteen (14) calendar days by submitting a copy of your original request, and the Director's reply, together with a statement saying "I request an appeal" to the Board of Trustees by either emailing it to director@mountpleasantlibrary.org or mailing it to John Fearon, Director, Mount Pleasant Public Library, 350 Bedford Road, Pleasantville, NY 10570 or submitting it in person at a service desk in either the Main Library or the Branch Library

The Board of Trustees is an all-volunteer organization that meets no less than 4 times per year. Any appeal regarding a Request for Re-Evaluation will be finalized within sixty (60) days. Any material under review will remain in circulation until such time as the Library determines it must be removed.

All Requests for Re-Evaluation will be evaluated per the Library's Long Range Plan of Service, policies, and the following excerpts from the American Library Association's Code of Ethics

I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.

II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.

VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.

VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.

The Board of Trustees' determination is final.