

COLLECTION MANAGEMENT POLICY

APPLIES TO: STLS Board of Trustees
STLS Member Libraries
General Public

REFERENCES: Authority of the Board Policy
The Library Bill of Rights. American Library Association
Freedom to Read Statement. American Library Association
Freedom to View Statement. American Library Association
Italiano, Julie. Library Collection Management 101. Infopeople
Project, 2006.
Request for Reconsideration of Library Materials

This Collection Management policy reflects the philosophy and mission of the Southern Tier Library System, its Board of Trustees and its staff. In accordance with the guidelines included in the American Library Associations' *Library Bill of Rights*, *Freedom to Read* and *Freedom to View Statements*, the Southern Tier Library System has developed and maintains a collection of materials, both print and digital that meets the needs of a diverse community of member libraries and library staff.

The overall responsibility for the materials collection rests with the Board of Trustees in its collective authority. The responsibility for selection of materials in the collection rests with the Executive Director and qualified members of the professional STLS staff. Materials for the STLS collections will be selected by STLS professional staff.

The main purposes of the STLS collection are to provide and organize library materials that:

1. Assist System and member library staff and trustees in developing and enhancing their library skills;
2. Support member libraries as they assist individuals fulfilling their needs for recreational, cultural and educational materials;
3. Assist member libraries in providing access to library materials to members of Coordinated Outreach populations.
4. Identify and encourage use of new formats and technologies.
5. Assist member libraries to respond to changes in demographics

While some STLS materials are of lasting importance, the majority are of temporary value, purchased to reside off-site by augmenting or supplementing member library or facility collections and encouraging cooperative collection development.

STLS considers reputable, professionally prepared review literature and other sources in the selection, and purchase of new library materials as well as selection of older or donated materials.

Selection criteria include:

1. Content
2. Format
3. Currency
4. Relation to the current collection
5. Price
6. Demand

A selected work need not satisfy all criteria listed above to be included in the collection.

It is an essential role of the public library to make all, including possible controversial materials, freely available to all patrons. STLS supports its member libraries in this role by collecting materials representing minority or controversial viewpoints not owned by member libraries and supplementing titles on lightly represented topics or formats. However, it is not the role of STLS to advocate for or endorse any particular idea, opinion, or point of view; nor will STLS act *in loco parentis*. Any community member wishes to express opinions regarding STLS materials on loan to a member library should use local member library procedures established by its Board of Trustees.

The Board of Trustees recognizes the importance of providing a procedure whereby opinions from the member libraries regarding materials selected can be voiced. A request for reconsideration must be made in writing on forms provided by STLS. These forms are available upon request from the STLS Headquarters and upon completion, should be mailed to the STLS Executive Director. Upon receipt of the signed form, the Executive Director will convene a committee with the Executive Director and two professional librarians not involved in the selection of the material. Within two weeks the committee shall:

1. Examine the material in question, the issues raised and the circumstances involved.
2. Make a decision to remove or retain the material in question.
3. Notify the American Library Association of any challenges.

The Executive Director will respond in writing by certified mail to the member library within 10 days of the committee's decision.

Should the member library wish to appeal the decision, the member library Board of Trustees President may write to the President of the STLS Board of Trustees to request a hearing by the STLS Board. The STLS Board will complete a review of the issue within 90 days and respond to the member library Board of Trustees as soon as may be possible after such review. Any further appeal must be made to the Commissioner of Education in Albany, N.Y.

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Completely fill out the following form and mail to Executive Director, Southern Tier Library System, 9424 Scott Rd, Painted Post, NY 14870.

Member Library Name: _____

Contact Name: _____ Date _____

Address: _____

City: _____ State _____ ZIP _____

Phone: _____ E-Mail _____

Resource on which you are commenting:

Book ____ Audiobook ____ Multi-media Kit ____ e-Book ____ Electronic information/network
(please specify) _____ Other (please specify) _____

Title: _____

Author/Producer: _____

What brought this title to your attention?

Did you read, view, or listen to the entire work? If no, what parts?

What do you believe is the theme of this title?

What specifically concerns you about this title? Please cite pages, scenes, items, etc.

Are there, in your judgment, any positive elements in this title? Please describe:

Will you share any reviews of this title that support your point of view? _____

Are there resources you suggest to provide additional information and/or other viewpoints on this topic?

Contact Person's Signature: _____

Reconsideration action:

Date request received: _____

Findings of Reconsideration Committee: _____

Date response sent to member library _____

Adopted by the STLS Board of Trustees July 15, 2013.
Revised by the Board of Trustees January 19, 2016.