

Canajoharie Library

Library Collection Policies

Table of Contents

| | |
|----------|-------------------------------|
| LIBCOL-1 | Collection Development Policy |
| LIBCOL-2 | Censorship Policy |
| LIBCOL-3 | Copier/Copyright Policy |

Collection Development Policy

Policy Statement

The Canajoharie Library maintains collections of library materials in order to fulfil its mission as defined by the Library Plan of Service. Library collections are provided for use by the community. Materials are included in the collection if they have contemporary significance, enduring value, or both. The Library upholds the American Library Association's Library Bill of Rights and Freedom to Read Statements but maintains the sole right of local interpretation of those statements.

Purpose of Collection Development Policy

The Collection Development Policy, approved by the Board of Trustees, is one of the Library's fundamental policy documents. It outlines the philosophies that create and shape the Canajoharie Library's unique collection, the practices that maintain the collection over time and the guidelines that help the collection respond to community needs while protecting the collection from societal and political pressures. The Collection Development Policy ensures that over time, the Canajoharie Library's collection will remain on course, reflecting the needs of the community, while creating unique experiences of meaning and inspiration for library patrons.

Philosophy and Scope of the Collection

The Canajoharie Library collects materials in a variety of popular formats which support its function as a major information source for the demanding needs of a rural population. The collection also serves the general educational interest, recreational, and entertainment needs of the public, and reflects the racial, ethnic and cultural diversity of the community. The collection will serve users of all ages and backgrounds and will provide information on diverse subjects and viewpoints. Widespread interest and usage are the most powerful influence on the Library's collection. The other driving force is the Library's strategic plan.

The collection will be segmented by age level and genre as deemed appropriate by the Library Director.

Scope of Special Collections

The Canajoharie Library maintains an extensive Art Book Collection to help support Museum Functions and the history of the Museum's Collections.

The Canajoharie Library also maintains a local history and genealogy collection. The Library collects primary and secondary source material that focuses on the history of the Mohawk Valley and its peoples. The Library also collects research completed by historians on local history and genealogy. Discretion of acquisition, disposition, and distribution of these materials is left up to the Library Director in consult with the Executive Director.

Acquisitions**Responsibility for Selection**

Responsibility for selection resides ultimately with the Library Director. The Director may partially or entirely delegate their authority to staff members who are deemed to have the training and experience necessary to interpret and apply the policy to the task of making day-to-day selections.

Selection

Selection is a critical and interpretive process involving a general knowledge of a subject and its important literature, a familiarity with the materials in the collection, an awareness of the bibliographies on the subject, and recognition of the needs of the community. An examination of current production and demand, book reviews, bibliographical publications, publishers' advertising media, and requests of library patrons are used in the process of selecting materials for library collections. The Library does not promulgate particular beliefs or views, nor is the selection of any given material equivalent to endorsement of the author's views. The Library tries to provide materials representing all approaches to public issues of a controversial nature. It is aware that there are those who may take issue with the selection of any specific item; the Library welcomes any expression of opinion by patrons. However, the Library does not and effectively cannot undertake the task of trying to please all patrons through the elimination of items purchased after due deliberation under guidance of the policies expressed herein. To provide a resource where free individuals may examine many points of view and make their own decisions is one of the essential purposes of the Library.

Collection Maintenance

The Library recognizes the need for continuous evaluation of its collection in response to the changing nature and needs of its community through a process known as deselection or "weeding" by Library staff. The ultimate decision of withdrawal of titles from the collection lies with the Library Director.

Withdrawal

Collection maintenance involves the removal of material from the collection. Material may be removed from the collection for the following reasons:

1. Physical condition is poor
2. Multiple copies are no longer needed
3. Contains outdated or inaccurate information
4. Replaced by later edition or version
5. Available elsewhere including other libraries and online
6. Infrequent use and lack of demand

Replacement

While the library tries to have copies of all standard and important works, it does not attempt to replace each copy withdrawn because of loss, damage, or wear. Community interest and the

availability of newer items or materials in other formats will be of primary consideration. Since materials rapidly go out of print, many specific titles simply cannot be replaced.

Exclusion of Items

The Library reserves the right to exclude materials that are judged to appeal purely to a taste for sensationalism or pornography. However, a serious work that illustrates some problem or aspect of life will not be excluded because its language or subject matter may be offensive to some readers. While inflammatory, sensational, or prejudicial materials are not generally purchased, some such may be acquired because they have influenced mature critical thinking either recently or in the past. The Library recognizes that some materials are controversial and that any item may offend some patrons. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection and serving the interests of readers. Library materials will not be marked or identified to show approval or disapproval of the contents, and cataloged books or other items will not be placed on closed shelves except for the express purpose of protecting rare or valuable items from injury or theft. Responsibility for the use of Library material by children rests with their parents or legal guardians. Selection will not be inhibited by the possibility that controversial items may come into the possession of children.

Gifts

The Canajoharie Library accepts donations of books and other materials. The Library retains the authority to accept or reject gifts. Library staff make all decisions as to the use, housing and final disposition of donations. The Library does not evaluate or appraise gift materials for tax purposes

Approved 11/13/2002
Amended 06/12/2019

Censorship Policy

Adapted from the American Library Association's Freedom to Read and Freedom to View Statement. Freedom to Read adopted by ALA in 1953, most recently amended 2004. Freedom to View endorsed by ALA 1990.

Freedom to Read

1. We defend the constitutional rights of all individuals, including children and teenagers, to use the library's resources and services;
2. We value our nation's diversity and strive to reflect that diversity by providing a full spectrum of resources and services to the communities we serve;
3. We affirm the responsibility and the rights of all parents and guardians to guide their own children's use of the library and its resources and services;
4. We connect people and ideas by helping each person select from and effectively use the library's resources;
5. We protect each individual's privacy and confidentiality in the use of library resources and services;
6. We protect the rights of individuals to express their opinions about library resources and services;
7. We celebrate and preserve our democratic society by making available the widest possible range of viewpoints, opinions and ideas, so that all individuals have the opportunity to become lifelong learners, informed, literate, educated and culturally enriched.

Freedom to View

The Freedom to View, along with the freedom to speak, to hear, and to read is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.

5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

Challenges

If any title in the collection is criticized or questioned by individuals or organizations, a form "Request for Reconsideration of Library Materials," may be filled out. Upon receipt of such a request, a complete written re-evaluation will be made. If the re-evaluation substantiates the original decision to include the title, it will remain in the collection. If the criticism is considered valid, the title will be removed from the collection and discarded. The final decision rests with the Director, who shall send a letter of explanation to the person concerned.

Approved 02/14/2001
Amended 06/12/2019

Copier/Copyright Policy

Policy Statement

The Canajoharie Library provides a photocopier for public use, primarily to facilitate patron use of non-circulating materials such as reference books, magazines, newspapers, and local history materials. Fees for the copier are established by the Library Director. Fees are reviewed annually.

Regulations

Photocopiers are self-service and, except for assisting disabled patrons, staff is not available to make copies. When assisting with the copier, staff will not knowingly violate copyright law. Patrons using the photocopier must adhere to the U.S. Copyright Law when copying materials. The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. The person using this equipment is liable for any infringement. Further information about copyright law may be found at the U.S. Copyright Office's website: www.copyright.gov

The Library attempts to maintain its equipment in good working order, but the Library is not a retail print or copy shop. Those patrons seeking high quality printing or copies are directed to local printing businesses.

Approved February 14, 2001

Amended June 12, 2019