

Collection Management Policy

Dundee Library

August 2022

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Adopted December 19 2022

1. Purpose

This Collection Management Policy (the Policy) sets the Dundee Library's policy and procedures governing:

- Selection
- Procurement
- Cataloging
- Evaluation
- Removal

of library resources as defined in this Policy

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

2. Definitions

(the) Library: The Dundee Library, which is an association library chartered by the Regents

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

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

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

Library Director: The professional hired by the Board to lead the library and supervise all other library employees. The minimum qualifications of a library director are set by 8 NYCRR 90.8.

Library Resources: As defined in 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 Services." In this Policy, Library Resources held by the Library are collectively referred to as the "Catalog" or "Collection Materials."

Collection Management: The overall term for the selection, procurement, cataloging, evaluation and removal of Library Resources.

Selection of Library Resources: The process by which Library resources are chosen by Library staff (see Selection Criteria) 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, adopted by the Board, that must be met by the collection.

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

Cataloging: The process by which purchased items are formally added to the Library's collection. Cataloging includes how selected materials are listed in StarCat and where they are shelved.

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

Request for Re-Evaluation: The formal process by which any trustee, library employee, or individual served by the Library residing in the area of service of the Library may request re-evaluation of a Library Resource being included in the Library's Catalog, per the library's Selection Criteria.

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

Annual Report to the Community: An annual report to the Library's community setting forth the Library's progress in meeting its mission, goals and objectives as outlined in the long range plan. (This became law in 2021)

Annual Report to the Education Department: An annual report to the State Education Department, required by 8 NYCRR 90.1 and the New York State Education Department's Division of Library Development.

Records Retention Period: As the Library is an association library, the Board sets this policy.

Donated Materials: Books and other materials donated to the Library are not immediately added to the Collection. They are evaluated according to the same Selection Criteria that are applied to purchased materials. Donated materials which do not meet the Selection Criteria will be disposed of at the discretion of the Library. Per IRS regulations, persons donating materials who wish a tax deduction must supply their own appraisal.

3. Collection Management

A. Selection

The Selection Criteria of the Library, as informed by the Long Range Plan approved by the Board are attached as Appendix A

Selection Criteria are set by the Director

Selection Criteria are maintained as a schedule to enable ease of amendment and flexibility with respect to community needs

It is expected that Selection Criteria may be updated more frequently than this Policy. Such revision does not require approval by the Board.

Records pertaining to Selection of Library Resources are kept for 0 years after no longer needed.

B. Procurement

The procurement of selected Library Resources is governed by the Library's Purchasing policy.

At all times, the Director and the Board distinguish between the Selection and Procurement. "Selection" is how Library Materials are chosen. "Procurement" is how they are purchased using library funds.

Records of procurement of Library Resources are kept for 1 year.

C. Cataloging

The procedures for Cataloging the Collection, as informed by the long-range plan, are attached as Appendix B

The procedures for cataloging are set by the Director and the Director's familiarity with current relevant standards as set by the library and information management profession

As required by 8 NYCRR 90.2 the Library provides a circulation system that facilitates access to the Collection as cataloged after selected materials are acquired.

Procedures may be updated more frequently than this Policy. Such revision does not require approval by the Board.

Records pertaining to the procedures for cataloging are kept 0 years. Continually updated library catalogs are kept until updated.

D. Evaluation

Routine evaluation

As required by 8 NYCRR 90.2 (6) Library Resources are routinely evaluated to be sure that 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 annually on the routine evaluation

Routine evaluation decisions are often referred to as weeding the collection. The procedures for weeding are included in Appendix C

Records pertaining to Routine Evaluation are kept for 0 years after they are no longer needed

Request for Re-evaluation

A trustee, employee or person served by the Library (a Request Maker) 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 out the Request form in Appendix D. Only the factors listed on 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 3.E.3 of this Policy

Materials shall generally only be subject to Re-evaluation under this sub-section once every five years. For repeat requests within five years, unless the Selection Criteria have changed with respect to the subject Materials, the prior determination shall be supplied

Records pertaining to Request for Re-Evaluation are kept for 6 years. In addition 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 free association library which receives over \$10,000 in state aid, the trustees shall offer to sell such books or materials to the general public.” Also as required by law the Trustees shall retain any proceeds received for the purpose of maintaining and improving library service.

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 is no longer function the manner intended, the item will be removed from the collection.
2. Removal based on routine evaluation
Upon finding, after routine evaluation that a library resource no longer meets the then current Selection Criteria (Appendix A), the item will be removed from the collection

Records pertaining to removal of damaged or technologically obsolete items or items removed based on routine evaluation will be kept for 0 years

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 upon appeal, determine that the Library Resource it pertains to should be removed from the collection, it will be removed from the collection and the catalog.

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

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.

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

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

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

Decisions shall be communicated using Appendices E, F, G

Records pertaining to removal based on Request for Re-evaluation are kept 6 years or longer based on historic significance.

4. Access to this policy

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

5. Review and Update of Policy

The Board Approved written policy for Collection Management shall be reviewed and updated once every five years.

Appendices

Appendix A Library's Selection Criteria

Appendix B Library's Cataloging Procedures

Appendix C Library Routine Evaluation of Collection Materials Schedule and Procedures

Appendix D Library's Request for Re-evaluation Form and Procedure

Appendix E Template for Director Determination of Request for Re-evaluation

Appendix F Template for Board Resolution pertaining to Trustee's Determination of Appeal of Request for Re-evaluation