

Collection Management Policy Appendix A

Library's Selection Criteria

The main points in the selection of materials are:

1. Individual merit of the item
2. Popular appeal/demand
3. Suitability of material
4. Existing library holdings
5. Budget

Records pertaining to selection of library resources are kept for 0 years after no longer needed.

December 19, 2022

Collection Manual Policy Appendix A 2022

Collection Management Policy Appendix B 2022

Library's Cataloging Procedures

The procedures for cataloging are set by the Director, as informed by the Strategic Plan as approved by the Trustees and the Director's familiarity with current relevant standards as set by the Library and the library profession.

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.

The catalog is maintained and housed by STLS.

Records pertaining to the procedures for cataloging are kept for 0 years.

December 19 2022

Collection Manual Policy Appendix B 2022

Collection Management Policy Appendix C

Library Routine Evaluation for Collection Materials and Procedures

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is based on current demand, usefulness and newer editions. The ongoing process of withdrawing materials is the responsibility of the library director. Withdrawn materials may be sold, donated, recycled in the same manner as donated items.

Records pertaining to routine evaluation are kept for 0 years.

December 19, 2022

Collection Management Policy Appendix C 2022

Collection Management Policy Appendix D

Library's Request for Re-evaluation Form and Procedures

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 contact the Library or check the Library's webpage.

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

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">• Does not meet current Selection Criteria• Improperly Cataloged (note specific issue)• Does not fall within needs of community
Please include any comments you would like the Library to consider.	Comments:
Date Submitting form:	
Signature:	

Instructions and process:

Please submit only one work per form

Please submit this form by e-mailing to dundee@stls.org; mailing it to Dundee Library, 32 Water St., Dundee, NY 14837; or faxing it to 607-243-7733.

Your submission will be reviewed by the Library Director within fourteen calendar days of receipt.

You will receive a response that indicates either:

- a) Your request for re-evaluation has been evaluated and no change is required
- OR
- b) Your request has been evaluated by the Library and the Selection and Cataloging of this 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 the determination within fourteen calendar days by submitting a copy of your original request, and the Director's reply, , together with a statement saying "I request and appeal." to the Board of Trustees by email, USPS, or fax.

The Board of Trustees is an all volunteer organization that meets monthly. Therefore, any appeal regarding a Request for Re-Evaluation will be finalized within sixty 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 Strategic Plan, policies, and the American Library Association's Code of Ethics.

1. 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.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
7. 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.
8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.
9. We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries, communities, profession, and associations through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces.

The Board of Trustees' determination is final.

December 19, 2022

Collection Management Policy Appendix D 2022

Collection Management Policy Appendix E

Request for Re-Evaluation of Library Resource
Form for Notice of Director's Determination

Request for Re-Evaluation of Library Resource
Notice of Director's determination made on *DATE*
Regarding Request for Re-Evaluation of
TITLE, CATALOG NUMBER
Submitted on: *DATE*

Dear *NAME*:

The Dundee Library received your above referenced request on *DATE*.

In evaluating your request, I, as Library Director have applied the Library's Collection Management Policy, its Strategic Plan and the American Library Association Code of Ethics.

Based on that criteria I have determined that [the Library Resource was properly included in the Library's collection] OR [the Library Resource was not properly included in the Library's collection and will be removed/re-cataloged as INSERT]

The Dundee Library strives to meet the needs of everyone in the community, as required by our Strategic Plan. If you would like to appeal this determination, you may direct your appeal to the Board of Trustees care of *NAME, ADDRESS*.

Sincerely,

NAME
Director, Dundee Library

December 19, 2022

Collection Management Policy Appendix E 2022

Collection Management Policy Appendix F

Template for Board of Trustees' Resolution of Appeal of Request for Re-Evaluation

WHEREAS the Board timely received an appeal of the Director's decision attached to this resolution from NAME OF REQUEST MAKER; and

WHEREAS the Board has evaluated the appeal by applying the factors in the Library's Collection Management Policy, its Strategic Plan, and the American Library Association Code of Ethics;

BE IT RESOLVED that the appeal is [granted and the item it pertains to is to be removed by the Director per library policy within five business days, and the Board shall notify the Request Maker of this decision within five days] OR [denied and the Board shall notify the Request Maker of the determination within five days] as provided by the Library's Collection Management Policy; and

BE IT FURTHER RESOLVED that this Board reaffirms its commitment to the New York State Constitution, the United States Constitution and the American Library Association Code of Ethics, as adopted by the New York Library Association.

AYES:

NAYS:

ABSTAIN:

December 19, 2022

Collection Management Policy Appendix F 2022