



**Wood Library Association**  
**134 N Main St**  
**Canandaigua, NY 14424**  
**Phone: 585-394-1381 FAX: 585-394-2954**

## **COLLECTION DEVELOPMENT POLICY**

ADOPTED by Wood Library Board of Trustees 06/2017; AMENDED 11/23/2020, 03/24/2025

### **Philosophy of Selection**

Materials available in Wood Library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democratic society. Wood Library recognizes that full, confidential, and unrestricted access to information is essential for patrons to exercise their rights as citizens. Wood Library believes that reading, listening, and viewing are individual, private matters. While anyone is free to select or reject materials for themselves or for their own minor children, the freedom of others to read or inquire cannot be restricted.

Wood Library endorses the following statements adopted by the American Library Association (<http://www.ala.org>):

- Library Bill of Rights
- Freedom to Read Statement
- Freedom to View
- Restricted Access to Libraries for Minors
- Statement on Labeling
- Expurgation of Library Materials
- Diversity of Collection Development
- Access for Children and Young People to Video Recordings and Other Non-Print Formats

The Library does not stand in loco parentis. Parents and guardians have the responsibility to guide and direct the reading, listening and viewing choices of their own minor children. Any limitation to minors' access to library materials and services violate Article V of the Library Bill of Rights, which states that, "The rights of an individual to use the Library should not be denied or abridged because of age..." Limiting access to some services and materials to only adults abridges the use of libraries for minors.

"Use of the Library" includes use of, and access to, all library materials and services. If a material is deemed to have been properly selected by the terms of this policy, public use of it shall not be denied or abridged in any way.

## **Responsibility for Selection**

Selection is delegated to the professional library staff. The authority and responsibility for the selection of library materials rests ultimately with library management. Library management will communicate with vendors as appropriate to ensure the digital collection aligns with the Library's selection criteria.

## **Selection Criteria**

All or some of the following criteria may be considered when adding new items to the collection:

- Accuracy, timeliness, format durability, and ease of use
- Cultural, historical, or local significance
- Diversity of viewpoint
- Literary merit and critical acclaim
- Price and availability
- Relevance to the present and potential needs of the community

Professional and special materials, such as legal, medical, and religious works, are purchased if they are of general interest.

The Library does not purchase textbooks to support educational curriculums. Textbooks may be added to the collection if they provide the best or only source of information on a subject, or to complement an existing area with another perspective.

Periodicals are added to the collection on the basis of relevance and community interest.

Technology is selected for its usefulness, interest, and the broadness of its implications and importance.

Audiovisual materials are added to the Library's collection with consideration of patron demand and budget constraints. The Library acquires this type of material in the most popular format.

The Library may not purchase all of the works by any individual author.

## **Suggestions for Purchase**

Wood Library encourages input from the community concerning the collection. A purchase suggestion enables community members to request that a particular item or subject be purchased by the library. All suggestions for purchase are subject to the selection criteria outlined above and are not automatically added to the collection. Patrons should speak to a staff person about recommended purchases.

## **Gifts and Donations**

Wood Library accepts books as gifts and donations. Gifts and donations are not automatically added to the collection. Items are reviewed by professional staff to determine whether to add them to the collection or sell them at a book sale.

### **Request for Reconsideration**

Wood Library does not promote particular beliefs or views. The Library provides materials for various opinions, which can apply to important, complex, and controversial questions, including unpopular and unorthodox viewpoints. Language, situations, or subjects that may be offensive to some community members do not disqualify material whose value is to be judged in its entirety.

Concerns about materials in the Library's collections should be directed to the Library Director and a "Request for Reconsideration Form" must be completed (see Appendix I). An appeal to the Executive Director's decision may be made to the Board.

### **Collection Maintenance**

Maintenance of the library's collection through constant re-evaluation by the library staff ensures its usefulness and relevance to the community. This evaluation depends heavily on the staff's professional expertise in assessing the needs of the community and the content of the collection. Those materials determined to no longer be of value are withdrawn from the collection.

### **Discarding Library Materials**

Library materials are discarded for one or more of the following reasons:

- Obsolescence: subject matter is no longer timely, accurate, or relevant
- Damage or poor condition
- Space limitations
- Insufficient use
- Number of copies in collection

### **Replacement**

Replacement of materials withdrawn from the collection is not automatic. The decision to replace is influenced by:

- Availability of copies at other libraries
- Popularity
- Adequacy of coverage in the subject area
- Significance in subject area
- Cost and availability

\*\*\*\*\*

**APPENDIX I**



**Wood Library Association  
134 N Main St  
Canandaigua, NY 14424  
Phone: 585-394-1381 FAX: 585-394-2954**

**Request for Reconsideration Form**

Title:

Author:

Request initiated by:

Phone:

Email:

Address:

Do you represent: Self \_\_\_\_\_ Name of group: \_\_\_\_\_

To help us in our response, please answer the following questions as completely as possible.

1. Specifically, to what do you object in the material?
2. What do you feel might be the result of exposure to this material?
3. What is good about this material?
4. For what age group would you recommend this material?

5. Did you read, listen to, or view this material in its entirety?
  
6. Are you aware of the judgment of this by qualified critics?
  
7. In its place, what material would you recommend that would convey a valuable picture and perspective of the subject treated?
  
8. Additional comments?

Wood Library appreciates your interest. The Library Director will respond to this request within a week.

Signature:

Date:

Received by (staff member):

Date: