

Liverpool Public Library Board Policy

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COLLECTION POLICY

Policy Approved: 10.14.2020

Review Date: 2023

Liverpool Public Library provides free, open, and equal access to ideas and information for all members of the community. The library recognizes its responsibility to carefully select and maintain its print, non-print, and digital collections in support of its mission to connect our community, engage people, and inspire discovery, learning, and growth. 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 library makes its resources available to every patron regardless of national origin, age, background, or personal beliefs.

Expanding areas of knowledge, changing social values, technological advances and cultural differences requires flexibility, open-mindedness and responsiveness in the selection, evaluation, and reevaluation of all resources.

Access

Liverpool Public Library has adopted the following American Library Association guidelines for public access to information:

- ALA Bill of Rights
<http://www.ala.org/advocacy/intfreedom/librarybill>
- ALA Code of Ethics
<http://www.ala.org/tools/ethics>
- ALA Freedom to Read Statement
<http://www.ala.org/advocacy/intfreedom/freedomreadstatement>
- ALA Freedom to View Statement
<http://www.ala.org/advocacy/intfreedom/freedomviewstatement>

Responsibility

Responsibility for the selection of library resources belongs to the Library Director. At the discretion of the Director, qualified staff are assigned selection responsibilities. Patrons and staff are encouraged to recommend titles for consideration however, there is no guarantee these items will be purchased.

Selection

Standard professional journals, as well as popular and local media sources, are used in the selection process. The library's acquisition of any resource does not constitute endorsement.

While a single standard cannot be applied, potential resources are judged by appropriate criteria:

- relevance to community needs, interests, and demand
- balance with the current collection
- suitability to the intended audience of subject, style, format, interest and reading level
- reputation of the author, composer, filmmaker, publisher, or producer
- quality of writing, design, illustration, or production

We recognize that some resources may be considered controversial and that any given item may offend some patrons. Selection will not be made on the basis of anticipated approval or disapproval, but solely on the basis of this policy's guidelines.

Responsibility for monitoring a child's access to resources rests with the parent or legal guardian.

Library resources will not be marked or identified to show approval or disapproval of their contents.

Withdrawal

The collection is reviewed and evaluated regularly in order to meet current community needs.

Withdrawn materials are evaluated for their potential to recoup value for the library, and may be sold by the library, offered at public auction, sent to other agents for resale, or discarded.

At the Director's discretion, discarded materials may be:

- donated outright to other libraries or non-profit or educational organizations, or
- recycled or otherwise disposed of properly.

Request for Reconsideration

The Liverpool Public Library strives to provide access to a wide range of materials & events representing varying points of view, without promoting a single perspective.

In some cases, patrons may take issue with specific library materials/events they find offensive or inappropriate for the collection or event calendar. Should a patron feel that an item or event should be removed, reclassified, or canceled the following steps may be taken, although we encourage the patron to first talk to a librarian about their concerns.

- I. The patron should complete a Request for Reconsideration form. The completed form will go to the Director and librarian responsible for the development and selection of that area of the library's collection or event.
- II. The Director or Designee will send acknowledgement of receipt of the Request for Reconsideration form to the patron within three working days. Staff will evaluate journal and other reviews, selection criteria used to purchase the item, or schedule the event. Information submitted by the patron will be included in the evaluation. A written response will be made by the Library Director within 30 days of receiving the formal objection.
- III. If the Director's response does not satisfactorily resolve the issue, the patron may request, in writing, that the matter be presented to and reviewed by the Library Board. The patron should provide written and/or verbal arguments as to why the material or event in question should be removed, reclassified, or canceled. A decision will be made by the Library Board at a regularly scheduled meeting and, once a decision has been rendered, the patron will receive written notification from the Board.

The material/event in question will remain active during the review process.