

Northern Onondaga Public Library

Collection Management Policy

The Collection Management Policy offers guidance to library staff in the selection and retention of materials for the Northern Onondaga Public Library and serves to inform the public of the Library's philosophy for selection and collection maintenance.

This policy flows from our mission statement:

The Northern Onondaga Public Libraries transform and enrich lives by connecting our members to information, ideas and imagination. We are committed to the development and sustainability of an engaged, vibrant community.

Intellectual Freedom

The Northern Onondaga Public Library subscribes to and supports the American Library Association's [*Library Bill of Rights*](#) and the American Library Association [*Freedom to Read*](#) and [*Freedom to View*](#) statements. The Library recognizes its responsibility to provide materials presenting various and diverse points of view and does not attempt to promote any beliefs or points of view through its collection. The Library does not endorse the opinions expressed in materials held.

The Library believes that individuals may reject for themselves or their children any materials that they find unsuitable. Parents are responsible for the borrowing of library material by their children.

Library Profile

NOPL is made up of three branch libraries, located in North Syracuse, Cicero, and Brewerton, and serving a population of 56,167. While these communities share many characteristics, we view them as distinct from each other and the branch collections may reflect variations in reading preferences or interests.

Cooperative Collection Development

Shared collections and staff promote efficiency and reduced costs and result in stronger collections and a wider variety of programs and services which are available to all NOPL district residents. Some collections "float" among the branches, and others are chosen by a single selector who purchases for all three locations.

Collection Objectives

The Northern Onondaga Public Library provides a contemporary, relevant collection of resources in a range of formats to meet the informational, educational and recreational needs of the communities it serves. The Library strives to meet these needs to the extent allowed by limitations of space, staffing and budget.

Selection

Library staff use professional judgement and expertise in making purchasing decisions, including identifying titles for purchase, determining quantities, and selecting appropriate locations for materials. On occasion, staff may consult with experts in a specific subject for collection advice. *In addition to the guidelines below*, system-wide availability, physical space limitations, and available funds are *considered*. Titles may be acquired in multiple formats. Materials and formats are not maintained when they are no longer relevant. Textbooks and highly technical or specialized materials are typically excluded from NOPL collections.

Guidelines for Materials Selection

Collection development is based on a variety of criteria:

- Community needs, interests, and demands
- Reputation, qualifications, or prominence of the author, illustrator, publisher, producer, performer, etc.
- Relation to existing collection
- Suitability and sustainability of physical or digital format
- Appropriateness and effectiveness of medium to content
- Recommendations of reviews from professional journals or other reputable publications
- Literary, artistic, historical, scientific, or intellectual merit
- Price and availability for purchase
- Representation of varied points of view
- Availability of other information on the subject
- Suitability of subject and style to intended audience

The importance or weight of each of these factors will vary, and other factors may be considered. Selection of library materials for adults is not limited by the possibility that children may come in contact with them. Parents and legal guardians have the responsibility to monitor the use of library materials by their children.

Patron Requests and Suggestions

Patron recommendations are welcome and encouraged. Decision for purchase or inclusion is made by the selecting librarian, branch manager, or director, and according to the Collection Management Policy.

Gifts

The Library accepts gifts of materials for the collection using the same selection criteria that are applied to purchased materials. Decisions regarding the final disposition of gifts are the responsibility of library staff, using the following guidelines:

- Not all gifts are added to the collection. Gift materials not added to the collection are not returned to the donor.
- The Library retains unconditional ownership of the gift.
- The Library reserves the right to decide the conditions of display, housing and access to the materials.
- Unused gifts may be given to the Friends of NOPL Libraries or handled as described in the NOPL Surplus Materials and Equipment policy.
- Gifts can be acknowledged with a written receipt that lists the number and type of material donated. However, the Library cannot legally make a determination of value of the donation or act as an appraiser.

Gift Subscriptions of Periodicals and Giveaway Publications

Gift subscriptions to periodicals and giveaway publications are considered by the Library manager or director and are subject to the same selection criteria as purchased subscriptions. Gift subscriptions chosen to be added to the collection require a three year subscription.

Monetary Gifts to Support the Collection

The Library is pleased to accept monetary gifts intended for the purchase of library materials when the donor's intentions for the gifts and the Library's collection development objectives align.

Collection Maintenance

To maintain the quality and relevance of the collection, the Library regularly withdraws materials that are worn, outdated, superseded, or obsolete. Space limitations require that duplicate copies no longer in demand also be withdrawn.

As materials become worn, damaged, or lost, replacement will be based on whether or not:

- The item is still available
- There is ongoing demand or need
- Another item or format might better serve the same purpose
- Updated, newer or revised materials would better replace a given item
- Other system libraries have the item in their collections

Sustainable Practices

By their very nature as resources shared by many users, libraries are efficient. However, in keeping with its commitment to sustainable practices and energy efficiency, NOPL libraries “repurpose” withdrawn materials whenever possible, by:

- Turning them over to Library Friends who sell them to raise money that supports library programs
- Donating them to local non-profits, day care centers or senior centers
- Recycling them through *Better World Books* where they are sold to support literacy projects around the world.

Requests for Reconsideration of Materials

The Library will consider requests from patrons to remove or reclassify an item in the collection. Patrons may challenge materials by completing a “Request for Reconsideration of Library Resources” form. This form is available at the NOPL circulation desks and on the Library’s website. All requests are reviewed by the Director with input from professional staff, and their determination is shared with the patron.

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