



Pittsford Community Library Policies

Collection Development Policy

Adopted by the Board of Trustees on January 2, 1997

Revised by the Board of Trustees on July 12, 2018

Scope of the Collection

To support the stated objectives the library will maintain a print and non-print materials collection that is current, responsive to public needs, and of sufficient breadth and depth to satisfy basic research needs. These materials may include, but are not necessarily limited to, books, magazines, newspapers, and other media. The support services of the Monroe County Library System enhance and enlarge both the collection and the library services available to Pittsford residents.

Definition of Collections

Reference

The collection emphasizes informational materials to support the general research needs of the community. A variety of general reference resources are included as supplementary sources for formal education and informal self-education.

Adult

The collection reflects the eclectic reading interests of the community, from popular fiction to esoteric philosophies. Purchases are made in response to popular demand and to provide a balanced, up-to-date collection.

Young Adult

The objective of the collection is to provide print and non-print materials for teenagers, generally of middle and high school age. Materials include those for recreation, general information and formal research purposes. Materials aimed at the parenting of teens also fall within the Young Adult collection.

Juvenile

It is the objective of the juvenile department to encourage children of all ages to become lifelong learners and lifelong library users. This collection provides the best materials

available within reasonable budget limitations for all the community's children from infancy to grade six, and their parents and caregivers. To serve this age range, materials in a wide variety of reading levels and formats are maintained. These include, but are not limited to, hardcover and paperback books, DVDs, CDs, easy reader fiction, picture books, and toddler board books. This collection serves both the informational and recreational needs of children. The Pittsford school curriculum is supported with supplemental materials to enhance the students learning experiences while leaving the main responsibility for curriculum support to the schools.

Responsibility for Selection

The ultimate responsibility for selection of materials rests with the Library Board of Trustees. That responsibility is delegated by the Board to Director of the Library and the other professional librarians on staff. The selection policy shall be guided by the American Library Association (ALA) guidelines on the "First Amendment and Censorship," "Library Bill of Rights," "Labeling and Rating Systems: An Interpretation of the Library Bill of Rights," "Freedom to Read," "Freedom to View," and "Free Access to Libraries Resources and Services for Minors." All guidelines are available on the ALA website, <http://www.ala.org/>.

Criteria for Selection

The criteria for selection are not ranked in order of importance.

Age appropriateness	Quality of illustrations
Community demand	Reading level
Cost	Reliability of information
Currency	Scope of collection
Ease of use	

Gifts and Donations

Donated materials to the Pittsford Community Library are encouraged. Final acceptance of any gift resides with the Board of Trustees.

Generally, materials that carry restrictions which necessitate special treatment or which prevent integration of the gift into either the operations of the library or the library collection will not be accepted. Limitations of space, staff time and processing cost are additional considerations that may impact the decision to accept gifts of materials.

Donated gifts automatically become the property of the library and may be disposed of at any time in accordance with library restrictions and with state laws.

Gifts made in memory or honor of individuals are encouraged. The selection of such materials may be left to the Director or designated staff, or the donor may suggest a

particular book or subject area. Appropriate book plates may be placed in these items indicating that they were donated in honor of, or in memory of, an individual.

Collection Maintenance

Discarding books from a collection that has been put together with care and experience is necessary and must be done on a regular basis. Some criteria include:

- Condition: Books that are shabby and unattractive are removed and replaced, if in print and appropriate. If out-of-print and still needed, they are mended, if possible, or replaced with newer material on the same subject.
- Dated material: Books that become inaccurate or unappealing because of age are replaced with updated materials.
- Decreased demand: Books that circulate infrequently are considered for discard, but this is not a decisive factor in making decision. Standard lists and/or various subject bibliographies are consulted and future use is considered.