



Pittsford Community Library Policies

Collection Development Policy

Adopted by the Board of Trustees on January 2, 1997

Revised and approved by the Board of Trustees on December 11, 2024

Collection development is the ongoing process of assessing materials for purchase or licensing and making decisions about the inclusion and retention of materials. This policy provides guidance, within budgetary and space limitations, for the selection and evaluation of materials to meet the needs of the Pittsford community. It connects the collection to the Pittsford Community Library ("the Library") mission, vision, and plan of service.

Scope of the Collection

The Library fulfills its mission through carefully selected print, non-print, and digital collections that are current, responsive, and of sufficient breadth and depth to reflect the diverse backgrounds and interests of the Pittsford community. The principal limits on the ability to add to the Library's collections are budget and space. The Library does not promote particular beliefs or views, nor does it endorse particular resources. The support services of the Monroe County Library System enhance and enlarge both the collection and library services available to Pittsford residents.

Responsibility for Selection

Responsibility for selection of materials rests with the Board of Trustees. The responsibility is delegated by the Board to the Library Director. The Library Director delegates selection responsibility to professional librarians.

The Board of Trustees supports intellectual freedom and endorses the following statements by the American Library Association: The Library Bill of Rights, The Interpretations of the Library Bill of Rights, The First Amendment and Censorship Statement, The Freedom to Read Statement, and The Freedom to View Statement.

Selection Criteria

Materials are evaluated according to one or more of the following criteria. Criteria are not listed in order of importance.

General criteria:

- Relevance to community needs
- Contribution to the diversity and scope of the collection
- Content created by and representative of marginalized and under-represented groups
- Materials that meet the needs of users, including those with disabilities
- Suitability of subject and style for intended audience
- Popular appeal and demand
- Relevance of format
- Cost and availability
- Published evaluations, reviews, and awards
- Relation to existing materials in the collection
- Relation to materials in other area libraries

Special considerations for digital resources:

- Ease of use
- Availability of the resource to multiple, concurrent users
- Technical requirements to provide access to the resources
- Technical support and training
- Quality and quantity of titles on the platform

Collection Maintenance

To maintain the quality and usefulness of Library materials, professional staff continuously evaluates the collections, discarding items that are outdated, worn-out, or low demand. The material will be disposed of in accordance with established Library procedures.

Collection Displays

The Library maintains several displays that use Library materials to showcase the Library's collections and programs; highlight cultural, educational, and local interests; and aim to further the Library's mission. Displays provide opportunities for the community to learn about Library collections, resources, and services while encouraging community connection and educational, recreational, and cultural enrichment. Library-initiated displays rely on Library staff expertise for planning. The Library Director delegates the authority for display implementation to Library staff. Library staff create displays with at least one of the following goals in mind:

- To increase awareness about Library collections, programs, resources, and services
- To consider community needs and interests
- To recognize historical or cultural matters
- To bridge a connection between the Library and the community, or between the community and another organization via a co-sponsored Library display
- To promote literacy and life-long learning

Library staff will be mindful of the intended audience in the available display spaces, accessibility of materials and resources, and the timely exchange of new topics.

Questions and concerns about collection displays should be directed to the Library Director and will be addressed on a case-by-case basis.

Gifts

The Library encourages donations and memorial gifts from the community. The criteria used to purchase materials applies to donations and gifts. Materials that carry restrictions which necessitate special treatment, or which prevent integration into either the operations of the Library or the Library collection will not be accepted. Limitations of space, staff time and processing cost may impact acceptance decisions. Gifts automatically become the property of the Library and may be disposed of at any time in accordance with established procedures. Final acceptance of any gift resides with the Board of Trustees.

Memorial gift selection is left to the Library Director, or the donor may suggest a particular book or subject area. Appropriate book plates may be placed in items indicating that they were donated in honor of, or in memory of, an individual.

Request for Consideration

Though the Library purposely selects materials for diversified readership, users have a right to address their concerns to the Library Director in accordance with the established procedures. Concerns should be addressed by submission of the Request for Reconsideration of Library Materials form, [Appendix B](#).

Appendix B

Request for Reconsideration of Library Materials

If you have concerns about materials or library resources owned by the Pittsford Community Library, please complete this form to assure prompt, complete consideration by library staff. The Library Director will respond to your request within up to four weeks.

Name _____

Address _____

Email _____

Telephone _____

Title of Item _____

Author/Producer _____

Publisher _____

Dewey number (if any): _____

Date/Edition: _____

Type of Material:

Book Magazine/Newspaper Video/DVD/CD/BOCD Electronic Database

Other: _____

Did you read, view or listen to the entire work or a portion of the work? All Part

Please describe your concerns regarding this material:

What specific pages/sections illustrate your concerns?

How did this material come to your attention?
