



Ogden Farmers' LIBRARY

COLLECTION DEVELOPMENT POLICY

STATEMENT OF PURPOSE

The purpose of this policy is to serve as a blueprint for our collection by guiding staff in the selection, management and preservation of the collection. It also identifies responsibilities for collection development and guides staff in developing budgets and allocating resources. Finally, this policy informs the public of the principles guiding our collection development and establishes our commitment to intellectual freedom.

The Ogden Farmers' Library serves the Town of Ogden, a growing suburb on the west side of Monroe County with a population of almost 20,000. The library is funded primarily through annual support from the Town of Ogden in addition to private funds and trust funds held by the library.

The library serves its customers by providing diverse, authoritative collections in multiple formats. Collections are designed to satisfy the educational and recreational information needs of customers throughout the Town of Ogden and the library seeks partnerships within the community to further refine and enhance the collections. The library is committed to the principles of intellectual freedom and personal curiosity, which is reflected in the wide scope of materials and information made available to customers without prejudice.

INTELLECTUAL FREEDOM

In a free society, information on all points of view in all fields should be readily available so individuals may decide which ideas are meaningful to them. The OFL incorporates, as part of this policy, the American Library Association Library Bill of Rights, The Freedom to Read and Freedom to View.

<http://www.ala.org/advocacy/intfreedom/librarybill>

Acceptability of books or other material will not be determined on the basis of the author's personal history, political affiliation, race, sex or cultural background nor on anticipated public response or personal viewpoint of the librarian.





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ACCESS TO THE COLLECTION

The use of the library will not be denied or abridged because of age, sex, race, religion, national origin, educational background or by political or social views. It is the Library's philosophy that the parent or legal guardian of a child, rather than the librarian, should be the one to determine what the child will read, listen to or view.

CONFIDENTIALITY OF RECORDS

Customers' borrowing records are confidential in nature and will not be released without a subpoena from an appropriate court. Staff members are expected to hold in strictest confidence information about questions customers ask, items consulted by customers, comments expressed or attitudes revealed by customers.

MISSION, GOALS AND OBJECTIVES STATEMENTS

The collection development policy aims to fulfill the mission and vision of the Ogden Farmers' Library by providing its citizens with unobstructed access to resources and materials in order to satisfy their current educational, recreational, aesthetic, research, and informational needs, primarily by:

1. Providing materials that will assist in the dissemination of accurate historic and current information;
2. Providing resources and materials in a variety of genres and formats;
3. Referring customers to sources of information or informational matter, including other agencies; and
4. Proactively disseminating information about library resources to the community and facilitating customers' use of the library and its resources.

RESPONSIBILITY FOR SELECTION OF MATERIALS

By tradition and practice, responsibility for the selection of library materials lies with the professional staff within each unit (age level and subject specialists). Although ultimate responsibility lies with the Ogden Board of Trustees, who delegates responsibility to the director and his or her staff. Suggestions from the public are welcomed.

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SELECTION CRITERIA

Selection of materials is a complex process that calls for all of the professional staff's skills, experience and knowledge. Basic factors considered for purchase are:

1. Demand
2. Content
3. Timeliness
4. Local interest
5. Authoritativeness
6. Format

a. The library will progressively and actively add digital content and non-print material as demand, emerging technologies and budgetary considerations allow.

Additional selection criteria will include accessibility, ease of use, equipment needs, training & technology requirements and license agreement requirements.

SELECTION SOURCES

Sources used for selection of this collection include both print and electronic reviews from standard review sources, publishers' catalogs & advertisements and professional bibliographies. The library encourages customer recommendations, subject to the selection criteria outlined above.

GIFTS

The library accepts donations to the collection using the same selection criteria applied to purchased materials. Final acceptance of material is the responsibility of the age level librarian using the following guidelines:

1. Donated materials not accepted for the collection will be donated to the OFL ongoing book sale or may be disposed of through other means determined by the library.
2. The Library will provide a written acknowledgement of any donation but cannot assess the monetary value.

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





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SPECIAL COLLECTIONS

While the Ogden Library strives to provide its public with high demand popular materials as part of its mission to serve the community, the library also houses some special collections. Collection development within these areas follows the above criteria, however because of special funding, these collections often provide resources beyond the scope of the rest of the library's collection.

DISCARDING (WEEDING)/MAINTENANCE AND COLLECTION EVALUATION

The weeding of library materials is an important and necessary means of maintaining a useful, balanced and lively collection. This requires the time, skill, care and knowledge of an experienced librarian that knows both the strengths and weaknesses of the collection and is aware of the changing needs of the community. Weeding should be done continuously on a regular basis and by all OFL librarians. Since different areas of the collection are subject to different weeding criteria, it is the responsibility of each librarian to maintain his/her own written guidelines and policies.

General weeding guidelines include the following:

1. Physical Condition- Is it such that the item should be rebound or replaced or simply discarded?
2. Publication date- Is a newer edition available? If not, is this material out-of-date and even harmful? Is this an older but still valid edition that can be saved to meet demand for the title?
3. Uniqueness- Is the title unavailable elsewhere in the community or is it available in digital format? Would it be difficult to obtain via interlibrary loan?
4. Authority of author and publisher- Is the title listed in any current (three years or less) standard reference bibliography?
5. Usefulness to the collection- Is it one of only several works on the topic? Is it heavily used or if it is infrequently used now, would it be of use in the future based on professional judgment?
6. Local interest- Does the material have local relevance or does it have any local connection that would make it a useful item to retain?
7. Based on professional judgment and division policies, is there demand for this item now or in the future?





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DISCARDING (WEEDING)/MAINTENANCE AND COLLECTION EVALUATION (CON'T)

8. Value- Is this a worn item but one whose replacement cost would be prohibitive? If the item is not within the collection development guidelines, should it be withdrawn and sold? Is it available in other formats?

PERIODICALS

Influencing factors:

1. Customers' demands for current information are now more often met by the resources found in electronic databases. As a result, the collection has diminished in size and is now more focused on recreational reading.
2. Space considerations and availability of a variety of full-text electronic resources influence journal selection and retention.
3. Librarians will evaluate usage and generally keep 5 years current of most periodical runs with the option of keeping longer runs based on professional experience.
4. Additional weeding criteria for periodicals could include the following:
 - a. Indexing- Is the material within the periodical indexed and easily accessible?
 - b. Holdings of other libraries- Do other libraries in the area have the same holdings? Do those libraries intend to retain the periodical?
 - c. Electronic Access- Are current issues available online? Should just a back file be retained?
 - d. Is the item of local interest?
 - e. Uniqueness- Does it contain unique information and/or materials that are available elsewhere?
 - f. Illustrations- Are there illustrations, pictures, tables or charts that are worth keeping?
5. Last copies or out-of-print titles should be examined carefully against these and other such criteria.
6. Titles withdrawn indirectly through loss or damage should be replaced if they meet selection criteria and are available.
7. Weeding is done under the supervision of the age level librarian. It should be recognized that some subject areas require frequent weeding, while in other areas, materials may be kept a long time due to historical value or long-range usefulness.

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DISPOSITION OF MATERIALS OF EXCEPTIONAL MARKET VALUE

1. **Background:** The primary mission of the Ogden Library is to facilitate public access to information. Ogden librarians recognize that the library's collection plays a critical role in fulfilling this mission. Unique materials and original manuscripts in the collection are key factors in distinguishing libraries one from another and, to great extent, help define the value of a library. However, it is recognized that these unique and rare materials require preservation and security measures that are commensurate with the library's financial resources and take into account an obligation to fund other service priorities. Because of these factors, the library may, from time to time, face a decision as to whether a valuable item in the collection should be kept, safeguarded and preserved or de-accessioned so as to preserve the item and/or maximize its value to the library and the community. This policy is intended to guide these decisions when they are necessary.
2. **Scope of Policy:** This policy is intended to cover the removal and disposition of books, manuscripts or other materials from the collection of the OFL that have exceptional market value. This policy shall cover individual unique or rare items or collections that have been acquired by the library through purchase or gifting. As a general guideline, the potential market value of items to be covered by this policy will exceed \$1,000.
3. **Criteria for Selecting Materials for De-accessioning** - The following guidelines shall be used to determine whether or not an item is a candidate for de-accessioning:
 - a. Does the item have a strong local (Rochester Region) significance?
 - b. Can the library adequately preserve and provide a secure environment for the item?
 - c. Does the original version of the item have an inherent reference value as part of the library's collection? Can an alternative format (microfilm, facsimile or digital image) of the item provide equal or improved access by the public to the information included?
4. **Determination of Eligibility:** The age level librarian is responsible for evaluating items that are candidates for de-acquisition under this policy.





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DISPOSITION OF MATERIALS OF EXCEPTIONAL MARKET VALUE (cont.)

5. Disposition guidelines:
 - a. If the item is deemed to have strong local significance, an attempt will be made to sell the item, at a fair market value, to an accredited local not-for-profit institution, which can ensure a secure environment and maintain some degree of public access to the item. Such institution or organization must have a 501c (3) or similar federal tax-exempt designation and/or be chartered by the NY State Board of Regents.
 - b. In the event that no local institution as defined in the above paragraph is interested in procuring the item at fair market value, consideration may be given to loaning or gifting an item to a local institution, provided that public access and preservation requirements are met.
 - c. In the event that the item cannot be sold, loaned or gifted to a local institution based on the above requirements, an attempt may be made to sell the item at fair market value to a national or international audience that may include institutions and individuals.
 - d. If the item to be de-accessioned does not have strong local significance, then an attempt may be made to sell the item at fair market value to a national or international audience that may include not-for-profit and for-profit institutions as well as individuals.
 - e. In the event that the item cannot be sold at fair market value, consideration may be given to loaning or gifting an item to a local, national or international institution, provided that public access and preservation requirements are met.
6. Decision-making Process: The Library Board will make the final decision regarding disposition of items covered by this policy based on recommendations by the age level librarian.
 - a. OFL will use the Ogden Friends via Friends & Foundation of RPL to process the disposition of items selected for de-accessioning under this policy.
 - b. Income derived from the sale of items will be placed in the Ogden Genealogy Fund managed by the OFL Board, the earnings of which will be used for preservation, increased access to the collections or for the acquisition of materials.





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PRESERVATION

As part of the responsibility of maintaining the collection, special handling of those books deemed “rare and valuable” should be employed following the recommendations of the OFL librarians.

CHALLENGES TO THE POLICY

All materials added to the library collection have been deemed to meet the criteria for selection as specified in this Policy. Complaints regarding specific materials and/or requests for reevaluation of material shall be referred to the Director. The customer will be advised to obtain a Materials Reevaluation Form available from the Director's Office.

This form must be filled out in its entirety and signed by the individual requesting the action. The Director will investigate the complaint and provide a written response to the request within 30 days. The decision by the Director may be appealed to the Board of Trustees, which shall make a final determination within 60 days of the receipt of the appeal. Under no circumstances will any challenged materials be removed from the collection prior to a decision by the Board of Trustees.

This Collection Development Policy will periodically be evaluated and revised as times and circumstances require.

Adopted by the Ogden Farmers' Library Board of Trustees
May 16, 2013

