

MVLS Policy Manual DRAFT

Section 4: Library Collections

Policy Title: Library Collections - General Information Policy Number: 4.0

Policy Manual Section: External Policies 4. Library Collections

Policy Purpose: The purpose of the Library Collections Policy Group is to support the mission of the Mohawk Valley Library System by facilitating access to broad and diverse library collections and resources for use by the patrons of the member libraries. This policy supports effective public library service for community members at member libraries through promoting access to a wide variety of materials that may be beyond the reach of the individual libraries. The following plan of service categories are supported by this policy: 1. Resource Sharing and 6. Coordinated Services.

This policy group addresses those library collections for which MVLS has responsibility for selection, weeding and maintenance. Member library collections are beyond the scope of these policies. CBA materials, which are owned by MVLS but selected and maintained by the Central Library, are also beyond the scope of these policies.

Legal Citations/Legal Requirements Addressed: The ultimate legal basis for library collection policies is the first amendment of the U.S. Constitution. Laws supporting freedom of expression and court cases that oppose censorship support the library board's duty to select and deselect materials for the library's collection in a manner that provides access to materials that support all points of view. The *Island Tree School District vs Pico* 1982 Supreme Court Case limits a board's authority to bar library materials on the basis of subject, content or point of view.

ALA/NYLA Best Practices Citations:

Library Bill of Rights
Freedom to Read Statement
Freedom to View Statement

Attachments: Attached to this policy, and included as a part of the official, approved policy, are the following documents:

Attachment 1: Library Bill of Rights

www.ala.org/advocacy/sites/ala.org/advocacy/files/content/intfreedom/librarybill/lbor.pdf

Attachment 2: Freedom to Read Statement

<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>

Attachment 3: Freedom to View Statement

<http://www.ala.org/advocacy/intfreedom/statementspols/freedomviewstatement>

Attachment 4: Free Access to Libraries for Minors

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

Attachment 5: Access to Electronic Information Services and Networks

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

Administrative Guidelines: Administrative Guidelines are addressed in the individual policies of this section

Policy Statement: Library materials in the collection of the Mohawk Valley Library System are selected and maintained for the use of the library users and registered borrowers in the system service area according to the system's materials selection policy. No individual or group has the right to restrict access to library materials or resources for other users.

Approved:

Revised:

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Policy Title: **Materials Selection Policy**

Policy Number: **4.1**

Policy Manual Section: External Policies 4. Library Collections

Policy Purpose: The purpose of the Materials Selection Policy is addressed in Policy 4.0.

Legal Citations/Legal Requirements Addressed: Listed in Policy 4.0

ALA/NYLA Best Practices Citations: Listed in Policy 4.0

Attachments: Listed in Policy 4.0

Administrative Guidelines: For the effective and consistent implementation of this policy, management is responsible for the maintenance of written guidelines that address the following issues: Funding available for materials acquisition (annual budget); list of selection aids used; procedures and responsibilities for specific pool/rotating collections.

Policy Statement: The Mohawk Valley Library System selects materials for the MVLS collection and for rotating/shared collections based on the information, literary and recreational reading/viewing needs of the population of the MVLS service area, providing materials of contemporary significance and/or long-term value. No item shall be excluded because of the race, nationality, or political or social views of the author. The Board of Trustees charges the Director with overseeing all selection decisions. The Director may delegate specific selection authority to individual staff members.

Approved:

Revised:

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Policy Title: **Material De-selection/Weeding Policy**

Policy Number: **4.2**

Policy Manual Section: External Policies 4. Library Collections

Policy Purpose: Listed under policy 4.0.

Legal Citations/Legal Requirements Addressed: Listed under policy 4.0.

ALA/NYLA Best Practices Citations: Listed under policy 4.0.

Attachments: Listed under policy 4.0

Administrative Guidelines: For the effective and consistent implementation of this policy, management is responsible for the maintenance of written guidelines that address the following issues: Aids for identifying items for removal from the collection, guidelines for removing items from the collection; guidelines for disposal.

Policy Statement: Library materials in the collection of the Mohawk Valley Library System are reviewed periodically in order to facilitate an up-to-date and relevant collection that meets the needs of library uses. Space, condition, timeliness, use and continued relevance are the factors used to determine whether items are removed from the collection.

Approved:

Revised:

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Policy Title: **Materials Reconsideration/Censorship Policy** Policy Number: **4.3**

Policy Manual Section: External Policies 4. Library Collections

Policy Purpose: Listed in Policy 4.0.

Legal Citations/Legal Requirements Addressed: Listed in Policy 4.0.

ALA/NYLA Best Practices Citations: Listed in Policy 4.0.

Attachments: Listed in Policy 4.0.

Administrative Guidelines: For the effective and consistent implementation of this policy, management is responsible for the maintenance of written guidelines that address the following issues: Specific procedures for how MVLS will respond to challenges to items in the collection of the Mohawk Valley Library System and pool collections that the system administers; Reconsideration of Library Materials form.

Policy Statement: Any individual may reject materials for himself/herself but may not restrict the freedom of others to read. The Mohawk Valley Library System supports the right of library users to gain access to the materials that meet their needs. No library materials will be marked to indicate approval or disapproval of the contents. Reconsideration requests are made by filling out the Reconsideration of Library Materials form that is attached to the Administrative Guidelines. Completed forms will be forwarded to the Director, who will verify that the Materials Selection Policy under which the item was selected was administered appropriately, and to verify that the item continues to meet the needs of library users or potential library users. The Director will respond promptly to the petitioner with a decision. All reconsideration requests will be reported to the board, and the petitioner may appeal to the board if they are not satisfied with the Director's decision. All petitioners will be treated with respect, and with affirmation for their right to request reconsideration.

Approved:

Revised:

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Policy Title: **Gifts of Library Materials**

Policy Number: **4.4**

Policy Manual Section: External Policies 4. Library Collections

Policy Purpose: The purpose listed in Policy 4.0 is expanded to include the importance of effective public relations concerning library materials selection policies and library materials received through donation.

Legal Citations/Legal Requirements Addressed: Listed in Policy 4.0.

ALA/NYLA Best Practices Citations: Listed in Policy 4.0.

Attachments: Listed in Policy 4.0.

Administrative Guidelines: For the effective and consistent implementation of this policy, management is responsible for the maintenance of written guidelines that address the following issues: Procedures for thanking/informing donors that contribute library materials.

Policy Statement: The MVLS Materials Selection Policy applies to all items that are added to the library collection, including items acquired by gift. Items acquired by gift will be subject to selection/rejection according to that policy. Donors will notified of the policy and thanked for the gift, but no record is made of the final status of any item. MVLS will not place a monetary value on any gift of materials to the system.

Approved:

Revised:

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Policy Title: **Interlibrary Loan and Reference Policy**

Policy Number: **4.5**

Policy Manual Section: External Policies 4. Library Collections

Policy Purpose: Listed in Policy 4.0.

Legal Citations/Legal Requirements Addressed: Listed in Policy 4.0.

ALA/NYLA Best Practices Citations: Listed in Policy 4.0.

Attachments: Listed in Policy 4.0.

Administrative Guidelines: For the effective and consistent implementation of this policy, management is responsible for the maintenance of written guidelines that address the following issues: interlibrary loan procedures and protocol.

Policy Statement: No library collection can serve the needs of all users. When materials are not available within the system, the Mohawk Valley Library System will use established library networks to attempt to obtain materials for users. MVLS will also provide access to electronic databases and other internet-based resources to meet users' information needs. Where necessary, library patrons who request materials not available in the system may be required to pay the costs necessary to access those materials via interlibrary loan.

Approved:

Revised:

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Policy Title: **Copyright Policy**

Policy Number: **4.6**

Policy Manual Section: External Policies 4. Library Collections

Policy Purpose: The purpose of the MVLS Copyright Policy is to insure that the system complies with copyright law and Guidelines while fulfilling the purposes listed for Policy 4.0.

Legal Citations/Legal Requirements Addressed: Copyright Law of the United States (17 U.S.C.)

ALA/NYLA Best Practices Citations: <http://www.ala.org/advocacy/copyright/>

Attachments: None

Administrative Guidelines: For the effective and consistent implementation of this policy, management is responsible for the maintenance of written guidelines that address the following issues: written guidelines on making copies for reference and ILL purposes.

Policy Statement: Through its interlibrary loan procedures, MVLS may provide users/libraries with materials that are copied, printed or downloaded from copyrighted works with the understanding that the end user will use those materials for private study, scholarship or research in accordance with copyright law, Fair Use Standards, *and* licensing restrictions. Copying will be limited to instances where only a small percentage of a copyrighted work is being reproduced. The end user is responsible for determining the copyright and permission status of each item requested.

Approved:

Revised: