

Collection Development Policy

(formerly called the Materials Selection and Collection Development Policy)

The Guilderland Public Library acquires and displays materials that will fill current educational, informational, and recreational needs and interests of our community while simultaneously anticipating and planning for future needs. The term "Library materials," as it occurs in this policy, has the widest possible meaning. An effort is made to cover all subject areas. Priorities may be determined by a variety of factors.

I. Guidelines:

- A. The Guilderland Public Library supports the right of all patrons to access information on a variety of topics and viewpoints without restrictions. To that end, we select library materials to represent:
 - diversity of our community
 - equity of access
 - inclusivity
 - a variety of ages
 - the recreational user to the serious student
 - life-long learners
 - educational, cultural, and civic activities in our community
- B. This policy was informed by the ALA Library Bill of Rights, Freedom to Read, and Freedom to View statements along with the NYLA Position Statement on the Defense of Intellectual Freedom.

II. Responsibility:

- A. The Director has ultimate responsibility for materials selection and displays. The Director may delegate related responsibilities to qualified staff.
- B. It is the responsibility of the Director and the library staff to adhere to the principles and concepts stated in the Collection Development Policy.

III. Criteria:

- A. Library materials are carefully selected by professionally trained librarians to represent a well-balanced range of ideas, opinions, and appeal. Standard professional journals, authoritative online tools, as well as popular and local media sources, are used in the selection process. The library's acquisition of any item or resource does not constitute endorsement.

While a single standard cannot be applied, potential items and resources are judged by appropriate criteria:

- authority and accuracy
- balance with the current collection
- suitability to the intended audience of subject, style, format, interest and reading level
- reputation of the author, composer, filmmaker, publisher or producer
- quality of writing, design, illustration or production
- relevance to community needs, interests, and demand

B. Materials displays shall be left to the discretion of the library staff and director in accordance with their professional judgment and expertise.

IV. Enhancing the Collection

A. Consortium

- The Guilderland Public Library is a member of the Upper Hudson Library System (UHLS), a consortium of 29+ libraries. The holdings of all UHLS libraries are in one catalog and available for borrowing throughout Albany and Rensselaer Counties. Borrowing from member libraries is often the most efficient way for patrons to access material. The holdings of the member libraries may also inform the Library's decision to acquire, or not acquire, an item.

B. Suggest an Item for the Collection

- The Library welcomes input from the community and will consider patron requests. A "Suggest an item for the collection" procedure is in place whereby a Guilderland Public Library cardholder can recommend that the Library acquire an item that it doesn't have. The form is available online <https://guilderlandlibrary.org/suggest-an-item/>, or at the public service desks.

C. Local Authors--The Library has a procedure wherein Local Authors can suggest that the library acquire a copy of their work by completing the [Local Author Submissions Form](#).

D. Interlibrary Loan

- Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection. An Interlibrary Loan procedure is in place for Guilderland Public Library cardholders. (<https://guilderlandlibrary.org/research-learn/adults/special-services/interlibrary-loan/>)

E. Local History – (pending)

F. Gifts and Donations - See our [Gift Policy](#) / [Gift Policy Waiver](#)

V. Maintaining the collection

The Library continually evaluates its collection. The withdrawal of materials, also called weeding, is an ongoing process for removal of material by specific criteria that is not based on individual opinion.

- A. Materials that are worn, damaged, outdated, duplicated, inaccurate, or no longer used may be removed from the collection. The staff of the library will be solely responsible for the weeding of materials. Materials withdrawn from the collection may be given to other libraries, sold for the benefit of the Library, or discarded.
- B. Materials may also be removed from the collection through a reconsideration process.

The Request for Reconsideration of Library Materials form and procedure can be found [here](#).

All requests will be evaluated by the Library Director or their designee, and in consultation with at least two Guilderland Librarians, based on selection principles from this document and the American Library Association.

Approved by: Board of Trustees 9/21/2023