

## **Geneva Public Library Collection Development Policy**

Geneva Public Library has established this Collection Development Policy to fairly and consistently guide the addition and removal of materials to the overall library collection.

### **Challenges to the Collection**

Geneva Public Library's decision to acquire material does not constitute endorsement of that material's content. It is Geneva Public Library's goal to offer access to materials that reflect the widest diversity of views and expressions, including those which may be unorthodox or unpopular with the majority and those that are controversial in nature. Patrons are free to challenge in writing the presence of materials in the Library. "Request for Reconsideration of Materials" forms are available at the Circulation Desk and attached to this policy. GPL opposes any attempts by individuals or groups to censor materials in the library's collections. The decisions to acquire or remove materials will not be determined by partisan or doctrinal points of view.

### **Accessibility**

To facilitate their use, collections of materials primarily intended for young children are maintained in the Children's department, and collections for young adults are maintained in the Young Adult department. However, children of any age are not limited to these collections and are permitted to use and borrow any materials of any age owned by the library. Responsibility for a child's use of library materials, regardless of format or content, lies with the parent or guardian, not with the library. The sole exception to this rule is the borrowing of movies that have been rated by the Motion Picture Association of America (MPAA) as 'R' or 'Restricted', to children under the age of 17. Only a person aged 17 or up may borrow movies with an R rating.

Geneva Public Library is a public institution established and funded by the City of Geneva to fill the informational needs of this community. Patrons of the library include the citizens of Geneva and the surrounding area. Library patrons can come from diverse educational, cultural and economic backgrounds and have a wide variety of interests, needs, values, and viewpoints; to this end, the library must do the same.

Geneva Public Library provides free access to print and non-print materials on all points of view and on current and historical issues, for all patrons to select or reject. In collecting these materials, Geneva Public Library adheres to the principles of intellectual freedom as expressed in the Library Bills of Rights, and contained within the Freedom to Read and Freedom to View Principles as adopted by the American Library Association. These principles can be found at the end of this policy.

### **Adding Materials**

Geneva Public Library will maintain a relevant collection by adding materials, either purchased or donated, throughout the year. Popular fiction and nonfiction materials that are of particular interest to the community, will take priority; while materials of lasting value or historical worth

will be added as resources allow. Materials that hold local significance will be added to the collection as they become available, and every effort will be made to maintain their place in the collection.

Geneva Public Library maintains a periodical collection featuring titles relating to local and regional news, popular culture, hobbies, consumer interest, and current issues. The library will not maintain scholarly journals in print, although online access is provided.

Geneva Public Library maintains a video collection of popular feature films, documentaries, and children's shows, across a variety of MPAA ratings. The library will not purchase television show seasons due to the financial commitment and the broad scope of genres.

### **Selection of Materials**

The final responsibility for the selection of library materials rests with the Library Director who operates within the framework of the Collection Development policy. Materials will be selected based on the needs and interests of library patrons and the community, the accuracy and the responsibility of the author, the significance of the subject, and/or the material's relationship to other materials in the collection.

Other factors in selecting materials include, but are not limited to the extent of available funds, the best discount possible, and ordering materials at consistent intervals to ensure a regular flow of materials.

Selection tools that may be used, but not limited to, include reviews from professional journals, best seller lists, popular magazines, and other professional library publications.

### **Patron Requests**

Patron requests to purchase materials are considered on an individual basis, and selected based on the potential use and interest by others. As all requested materials cannot be purchased all the time, interlibrary loan will be offered to patrons who wish to access materials outside the local collection. Interlibrary loan services are dependent upon the standing of the patron.

### **Processing Materials**

Upon arrival, materials will be checked against packing lists (if applicable), and then proceed through the technical services process. This includes the use of an accession book, writing purchase information in the item, cataloging, labeling with barcode and call number, and covering the item as applicable to extend use. Please see the processing procedure for details.

### **Removing Materials**

The regular weeding of the collection is an important process for the library as part of collection development. Refer to the *Weeding Policy* for more details.

**Material Complaints**

Any patron that believes library materials, displays, or programs, whole or in part, are inappropriate for the collection or the library, they are encouraged to file a written and completed *Request for Reconsideration* form. The Library Director will respond to the completed form within seven working days. If the Library Director’s response does not resolve the matter, the patron is encouraged to work with the Library Director to schedule a time, at least one week in advance, to appear before the Board of Trustees at their regular meeting. The patron will then be included in the posted agenda.

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This policy is issued by the Library Board of Trustees and is subject to periodic review and/or revision at the sole discretion of the Board. Appeals must be submitted to the Board in writing.

Adopted by the Library Board of Trustees..... undated, pre-2000

Reviewed and Revised by the Library Board of Trustees ..... 9/26/2017

Reviewed and Revised by the Library Board of Trustees ..... \_\_\_\_\_

**Geneva Public Library  
Request for Reconsideration**

The Geneva Public Library Board of Trustees has delegated the responsibility for selection and evaluation of library materials and resources to the Library Director, and has established reconsideration procedures to address concerns about those materials and resources. If you wish to request reconsideration of library materials and/or resources, please complete and return this form to library staff.

Date: \_\_\_\_\_

Type of material for consideration:

- Book
- Video
- Audiobook
- Newspaper
- Magazine
- Electronic Database
- Display
- Library Program
- Other: \_\_\_\_\_

Title of work: \_\_\_\_\_

Author/Producer: \_\_\_\_\_

Publisher: \_\_\_\_\_

Date/Edition: \_\_\_\_\_

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

What brought this material to your attention? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe your concerns regarding this material. \_\_\_\_\_

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What specific pages or parts illustrate your concerns? \_\_\_\_\_

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Are there resource(s) you suggest for provide additional information and/or other viewpoints?

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Your name: \_\_\_\_\_

Do you represent  yourself  organization (please identify) \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone and/or Email: \_\_\_\_\_

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