



Fayetteville Free Library Collection Management Policy

Overview

The library's Collection Management Policy is designed to serve as a guide for the selection, acquisition, maintenance, and retention of materials related to print and digital collections and resources at the Fayetteville Free Library (FFL).

Guidelines

Purpose, Philosophy & Scope of Collection

The FFL acquires and makes available materials with the goal of informing, educating, entertaining and enriching our community as a whole as well as the lives of individual community members. Since no library can possibly acquire and house all print and non-print materials, every library must of necessity employ a policy of selectivity in acquisitions and collection maintenance. The library provides, within its financial limitations, a general collection of reliable materials embracing broad areas of knowledge and a wide range of viewpoints and interests. Included are both works of enduring value and timely materials on current issues.

Within the framework of these broad objectives, selection is based on a desire to meet community needs, as well as to amplify historically underrepresented voices. We strive to build a collection of materials that can serve as both mirrors for all members of our community to see themselves reflected in, as well as windows to the broader world and experiences of others.

The library has adopted and adheres to the American Library Association's Freedom to Read and Freedom to View statements. The FFL's acquisition of items does not constitute endorsement of their content but rather makes available the expression of a diversity of ideas.

Formats

We provide access to materials in a variety of formats in order to suit the various preferences and accessibility needs of our community members. New formats shall be considered for the collection when industry reports, national survey results, and/or local data make evident that a significant portion of the community population has the necessary technology to make use of the format. Availability of items in the format, the cost per item, and the library's ability to acquire, store, and handle the items will also be factors in determining when a new format will be collected. Similar considerations will influence the decision to delete a format from the library's collections.



Responsibility for Selection & Selection Tools

While each collection within the library will be assigned to the responsibility of a professional librarian, librarians and staff members will work collaboratively on collections decisions in order to best serve the needs of the community and avoid personal biases. Face-to-face meetings, online communications, and other methods of team communication will be used to review collection management decisions and processes on a routine basis.

Tools used in selection include professional journals, trade journals, online resources, publishers' promotional materials, and reviews from reputable sources.

Selection Criteria

Selection is a discerning and interpretive process, involving: a general knowledge of the subject and its important literature; a familiarity with the materials in the collection; and a recognition of the needs of the community. Materials are judged on the basis of the content and style of the work as a whole, not by selected portions or passages.

Among standard criteria applied are:

- Literary merit; enduring value; accuracy; authoritativeness; social significance; importance of subject matter to the collection; soundness of the author's attitude and approach; cost; scarcity of material on the subject, community demand, and availability elsewhere.
- Quality and suitability of the format are also considered.

The following criteria, in addition to the appropriate criteria listed above, should be used in consideration of acquiring and/or maintaining online databases or other virtual services:

- Usage
- Cost per use
- Viable alternatives to the database or service being considered
- Breadth and depth of information provided by the database or service
- Resources that are already offered in another format or service provided by the library

Suggestions for Purchase

Purchase suggestions from patrons are welcome and are given serious consideration.

- Suggestions for purchase can be made in the following ways: in person, over the phone, or via the library's website
- Suggestions for purchase are subject to our collection management policy; materials suggested are not guaranteed to be purchased for the collection. The library reserves the right to make the final decision regarding the recommendation.

Adopted by FFL Board of Trustees 09/28/2021



Collection Evaluation & Management

Once materials have been added to the library's collection, they are managed through an assessment and evaluation process in order to ensure that ongoing collection priorities are met; that collections remain up to date, balanced, diverse and appealing; and that space limitations are accounted for. Librarians utilize professional judgement and expertise in deciding which materials to retain, replace, repair or de-select.

Along with the same criteria used to select new materials, general criteria for retaining, replacing, repairing or de-selecting include:

- Feasibility and cost of repair
- Historical and/or local significance, interest or value
- Space considerations
- Inaccurate or out-of-date content
- If the item has been superseded by a more recent publication
- Usage

Special consideration and exceptions will be made when withdrawing items, such as if items are classics, one-of-a-kind or irreplaceable, collectors' items, award-winning children's books, items in the local history collection or of local interest, items that provide special coverage of a field, and items that contribute to the diversity of viewpoints within the collection.

Local Authors & Self-Published Materials

The FFL only accepts donated copies of local author or self-published books but does not guarantee their inclusion in the collection. Items donated to the library become the property of the library and may not be returned to the donating party. Disposition of donated items will be covered under the Gifts and Donations Policy. Consideration for inclusion in the library's circulating collection will follow the same criteria used to select new materials.

Gifts

The FFL accepts gifts and donations of books and other materials in accordance with our Gifts and Donations Policy.

Requests for Reconsideration

Patrons with an objection to a book or other material in the library collection will be offered the FFL's Request for Reconsideration of Library Resources and asked to provide a written explanation of their objection, citing examples from the material in question. The following actions will take place when the completed form is received:

- 1) A copy of the form will be sent to the Executive Director.

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- 2) A communication will be sent to the patron acknowledging receipt of the Request for Reconsideration of Materials Form.
- 3) A committee of three library staff members will convene to review the request, evaluating the material based on content, circulation, awards and reviews, and to make a decision about the work.
- 4) The committee will write a response letter to the patron and submit it to the Executive Director for review.
- 5) A letter of determination in response to the Request of Reconsideration of Materials will be sent to the patron within 30 days of submission during which time the material in question shall remain in the active collection.
- 6) A copy of all correspondence shall be retained.