
200.01 – Collection Development

Statement of Purpose

The Haxton Memorial Public Library uses its resources and those available through the NIOGA library system to provide equal access to educational, informational and recreational resources for patrons. The library is an integral and cooperative part of the community promoting the concept of life-long learning while maintaining sound fiscal management.

Collection Management

The purpose of the Haxton Memorial Public Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time. Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs. The collection development policy is used by the library staff in the selection, procurement, evaluation, and removal of library resources.

The purpose of this policy is to position the library to assure its community, and relevant oversight authorities, that the library's collection management practices meet the needs of the community served by the library, uphold the library's mission, and comply with relevant laws and regulations. To facilitate community understanding of the library's services, operations, and governance, this policy and its appendices shall be provided when a person or authority inquires or raises a concern related to Collection Management.

1. Selection

Selection criteria are set by the Library Manager. Selection criteria are maintained to enable ease of amendment and flexibility with respect to evolving community needs. Appendix A outlines the selection criteria guidelines. It is expected, but not required, that selection criteria, as set forth in Appendix A, may be updated more frequently than this Policy. Such revision does not require approval by the Board.

- a. 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. In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Haxton Memorial Public Library agrees to lend its materials to other libraries through the same interlibrary loan network and to have its current holdings listed in a tool that is accessible online.
- b. Censorship: The Board of Trustees has adopted and declared that it shall adhere to and support the following from American Library Association (ALA) :
 - Library Bill of Rights - Appendix B
 - Freedom to Read Statement - Appendix C
 - Freedom to View Statement - Appendix D

2. Procurement

- a. The procurement of library resources is governed by Purchasing/Procurement policy

800.01.

- b. At all times, the Library Manager and the Library Board shall distinguish between Selection and Procurement. "Selection" is how library materials are chosen; "Procurement" is how they are purchased using library funds (for example, donated materials are not procured).

3. Evaluation

- a. The Library Manager is responsible for the evaluation of library resources on an ongoing basis. Evaluation decisions are made using a process referred to as "weeding".

4. Removal

- a. An up-to-date, attractive, and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of "weeding" is the responsibility of the Library Manager and is authorized by the Library Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials. Prior to the discarding of used or surplus books or other such materials, the Library Manager will determine whether any are suitable for donation to a local not-for-profit organization or to offer to the general public. Any donations received in exchange for these materials shall be retained by the Library.
- b. Upon finding that a library resource is too damaged to be useful or has become technologically obsolete to the point where it can no longer function in the manner intended, the item will be removed from the collection.
- c. Upon finding, after routine evaluation, that a library resource no longer meets the then-current selection criteria (Appendix A) of the Library, the item will be removed from the collection.

5. Request for Reconsideration

- a. The Haxton Memorial Public Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.
- b. Responsibility for the selection of children's reading materials rests with their parents or legal guardians.
- c. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.
- d. Library materials will not be marked or identified to show approval or disapproval of their content, and no library material will be sequestered except to protect it from damage or theft.
- e. Although materials are carefully selected, differences of opinion can arise regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a Request for Reconsideration Form which is available in the library (Form 200-A).
- f. All Requests for Reconsideration will be evaluated per this policy, and the following excerpts from the American Library Association's Code of Ethics along with Appendices B, C, and D:

- I. *We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.*
 - II. *We uphold the principles of intellectual freedom and resist all efforts to censor library resources.*
 - VI. *We do not advance private interests at the expense of library users, colleagues, or our employing institutions.*
 - VII. *We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.*
- g. The following procedures will be followed when a Request for Reconsideration is received:
- i. Any completed Request for Reconsideration will be placed on the agenda of the next regular Board meeting of the Haxton Memorial Public Library Board of Trustees.
 - ii. The Library Board of Trustees will then review the material as a whole, not judging the material by one part taken out of context, and make a determination of the appropriate action.
 - iii. A notification of their decision whether to retain or remove the material from the library or to re-catalog it will be made in writing.
 - iv. Challenged materials will remain in circulation until such a time as a decision is made otherwise.
 - v. Materials shall generally only be subject to revaluation under this subsection once every 5 years.
 - vi. For repeat requests within 5 years, unless the selection criteria have changed with respect to the subject materials, the prior determination shall be supplied.
 - vii. Decisions shall be communicated in a timely manner.

Records pertaining to the Collection will be maintained per Library Board Policy 600.02, but may be kept longer based on a determination of operational or historical significance.

Adopted: November 18, 2024

Reviewed:

Revised:

200.02 - Copyright Policy

Statement of Purpose

The Haxton Memorial Public Library's policy on copyright law is based on the U.S. Copyright Act, which includes specific exemptions for libraries and archives in Section 108. These exemptions allow libraries to make and distribute copies of copyrighted material without the copyright holder's permission in certain circumstances. The Haxton Memorial Public Library also recognizes that it has a responsibility to assess the risks of copyright infringement and litigation.

Notice Concerning Copyright Restrictions

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research, as long as the copy is for the requester's use and the copyright warning is displayed." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

The Haxton Memorial Public Library reserves the right to refuse to accept a copying or reproduction request if, in its judgment, fulfillment of the request would involve violation of copyright law. Any violation of copyright is the responsibility of the patron.

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200.03 - Local History Policy

Statement of Purpose

The Haxton Memorial Public Library values local history and its role in preserving documents and resources.

Guidelines

Any resource pertaining to local history shall be retained indefinitely in a specified section of the library. Original documents may be viewed only on Library premises.

If copies can be made safely without damaging the document, patrons may request copies at the established fee.

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Reviewed:

Revised: