Collection Management Policy

Almond 20th Century Club Library

This Collection Management policy reflects the mission and core values of the Almond 20th Century Club Library, which includes the library's Board of Trustees, Director, and Library Employees. In accordance with the guidelines included in the American Library Association's *Library Bill of Rights, Freedom to Read,* and *Freedom to View Statements,* the Almond 20th Century Club Library maintains a collection of materials, both print and digital, that meet the diverse needs of our community.

It is an essential role of the Library to facilitate free access to a wide array of library materials to all community members. The Library, to the best of its abilities, strives to include a wide and inclusive spectrum of materials and topics. The inclusion of an item in the collection does not imply the Library's endorsement of the author, publisher, or subject matter.

Responsibility for the selection of library resources is delegated to the Library's Director of Internal Operations by the Board of Trustees. At the discretion of the Director, qualified staff members may be assigned selection responsibilities.

Selection criteria utilizes reputable, professionally reviewed literature and other sources in the selection and purchase of new library materials.

Selection criteria includes:

- Content
- Format
- Cultural relevance
- Relation to current collection
- Price
- Demand

A selected work need not satisfy all criteria listed above to be included in the collection.

Library resources will not be labeled, marked, or identified to show approval or disapproval of their contents; materials may be labeled to indicate genre or general topics. Resources are withdrawn from

the collection to maintain the usefulness, currency, relevance, and condition. Withdrawn resources may be sold, offered to other libraries or nonprofit organizations, recycled, discontinued, or discarded.

Responsibility for monitoring a child's access to resources rests with the parent or legal guardian.

The library recognizes the importance of providing an opportunity for community members to request a reconsideration of library materials. Community members may follow the Library's Challenge to Library Materials Policy using the Request for Reconsideration Form to issue a formal concern. Requests for Reconsideration may only be filed by residents of the Library's service area (the Alfred-Almond Central School District). The Library will not process requests, and the Library Board will not hear complaints from individuals who live outside the Library's service area.

Donations of materials or of funds for the purchase of materials are welcome. The Library, however, accepts gift materials with the explicit understanding that those which are useful to the Library's collection will be retained, and other materials may be disposed of in accordance with the Library's policy. Suggestions of specific titles or subjects are welcome when memorial donations are given, but the final decision, based on the collection, rests with the library. An appropriate book plate will be placed in each gift if requested by the donor.

Approved by Almond 20th Century Club Library Board of Trustees on 5/28/2026