

Collection Development Policy

Purpose of the Collection

The purpose of the Ticonderoga Black Watch Memorial Library materials collection is to provide resources to assist individuals in their pursuit of educational objectives, intellectual and emotional growth, the enjoyment of leisure time and practical solutions to daily problems. The library is responsible to its potential constituency to announce this purpose statement, to evaluate and alter it as the community changes and to increase the opportunity for all potential users of its resources to achieve their purposes through the library.

The library keeps the collection vital and useful by retaining or replacing essential materials, and by removing, on a systematic and continuous basis, those works that are worn, outdated, of little historical significance, or no longer in demand. Materials that are removed from the library collection may or may not be available for public purchase at book sales.

The Ticonderoga Black Watch Memorial Library endeavors to build a collection representing varying points of view. The choice of library materials by users is an individual matter. Responsibility for the reading materials of children and adolescents rests with their parents or legal guardians. While a person may reject materials for himself or herself and for his or her children, he or she cannot exercise censorship to restrict access to the materials by others. The library supports intellectual freedom and has adopted the following statements as policy: ALA Freedom to Read Statement, ALA Library Bill of Rights, and the "Freedom to View" statement of the American Film and Video Association.

Requests for reconsideration may be made only by registered patrons and shall be made in writing and given to the library manager for a written response. Appeals are directed to the Board for the final decision.

The purpose statement assumes specific definitions for "Resources" and for the four categories of activity to which these resources are directed.

The term "Resource" includes:

1. Print and non-print materials available within the library
2. Electronic database sources

3. Resources in other libraries or locations to which the library may achieve access through interlibrary loan or a similar resource sharing process.

These resources respond to four categories of activity:

1. Resources for Education
 - A. Materials that supplement the formal curriculum of primary, secondary and post-secondary schools.
 - B. Materials that support self-education pursued apart from a structured or formal program.
2. Resources for Emotional and Intellectual Growth

Materials are provided that satisfy a personal need and relate to self-directed attempts at personal understanding and personal growth. The acquisition of these materials represents a commitment to the improvement of the quality of life of the individual.
3. Resources that Enhance the Enjoyment of Leisure Time

Materials purchased as a source of pleasure and fun for the user. These materials are not purchased as goal-oriented items, and therefore acquisitions decisions may rest more heavily upon the potential pleasure to be derived by the user than the critical appraisal of materials.
4. Resources that Assist in the Practical Solution of Daily Problems
 - A. Materials that empower the individual to live more independently.
 - B. Materials generally directed at the solution of short-term problems.
 - C. Materials that help people save money, improve health, save time, etc.

Definition of Patron Needs to be Addressed by Library

The library acknowledges that each person has informational needs that are important to that individual. It also recognizes that it has limited financial resources to respond to these needs. The library has a responsibility to use public funds in ways that are advantageous to the largest number of its constituents. While the library's materials collection will not deny any need consistent with its mission, the library will nevertheless develop its collection with the recognition that it has the ability to meet certain needs more effectively and efficiently than other needs. It is cognizant of the availability of complementary information-giving institutions in the region and has examined the collections of other public and academic libraries in the area.

Selection Responsibility

The responsibility for book selection rests with the library, operating within the framework of the policies enunciated herein, and adhering to generally accepted professional practices.

Copyright Restrictions

The copyright laws of the United States (Title 17, United States Code) govern the reproduction, distribution, adaptation, public performance, and public display of protected material.

Under certain conditions, public libraries are authorized to lend, lease, or rent copies of computer programs and videotapes to patrons for non-profit purposes. Any person who makes an unauthorized copy or adaptation of a computer program or video or redistributes the loaned copy or publicly performs or displays the computer program or video, except as permitted by Title 17 of the United States Code, may be liable for copyright infringement.

The library reserves the right to refuse to fulfill a loan request if, in its judgment, fulfillment of the request would likely lead to violation of the copyright law.

Materials Selection

Selection is the decision to add, retain or delete material as part of the library's resource collection. All materials, whether purchased by the library or donated to it, are evaluated in accordance with these guidelines. Each item is evaluated on its significance as an entire work rather than upon the merit of individual parts. Selection decisions may be made upon one or a combination of guidelines as applicable to the item in question. Guidelines used by the Ticonderoga Black Watch Memorial Library to evaluate materials to be selected for its collection include:

1. The needs of the community.
2. The overall balance of the collection.
3. The spirit of service and the philosophy of the library.
4. The availability of material from other sources.

5. Budgetary limitations.
6. Suitability of the format of the item for library use.
7. Relation to existing collection and other material on the subject.
8. Reputation or significance of the author.
9. Reviews in professional literature or patron request.
10. Accuracy of the item.
11. Appearance in standard bibliographies and indexes.
12. In-print availability.
13. Literary merit.
14. Locally produced or authored material.
15. Price.
16. Suitability of reading level, interest level and treatment of subject to the age of the intended audience.
17. Use of the material locally as assigned reading, viewing or listening.

Selection Tools

Because it is impossible for librarians to examine all items being considered for purchase, they depend on reliable selection aids. The librarians regularly depend on the reviews found in standard sources. Other selection aids, such as “Notable Book” lists chosen by the American Library Association, National Book award lists, Pulitzer Prize lists, and published lists of bestsellers may also be used as required.

Non-Book Materials

The criteria for and the methods of selection of non-book materials are the same as for books.

Non-book items purchased by the library for in-house use or for circulation may include maps, pamphlets, study prints, art prints, computer software, microfilm, audio and video recordings, graphic novels, online eBooks and audiobooks, online databases, games, toys, puzzles, puppets and “library of things” such as tools, manipulatives, etc. New and/or emerging formats will be considered when appropriate. The acquisition of a variety of non-book materials is under constant evaluation and is subject to change. Cost of items, budget, use, and availability of new items are the determining factors in selection.

Periodicals and newspapers are selected to include current information not available in book format. Back issues of periodicals are retained in paper format for three years.

Collection Maintenance

Duplicate Copies

The number of copies purchased varies with the expected use of any item. As extensive use for individual titles is demonstrated, duplication to meet the demand is implemented.

Weeding

In order to maintain the best possible collection of materials, a continued weeding process takes place. Items are discarded if they are outdated, if they no longer circulate, if there are more duplicate copies than needed, or if they are in poor physical condition.

A complete weeding of the entire collection is accomplished every five years. Items discarded are plainly marked and may be donated to the library book sale.

Disposal of Surplus Library Material

Library property (i.e. print and non-print materials, equipment, supplies and/or any personal property) which in the judgment of the library manager is no longer necessary or useful to the library may be disposed of in the following manner:

1. Books and non-print materials from the library's collection or gift materials may be discarded, sold, or, upon approval of the library manager, be given to local philanthropic, educational, cultural, government or other not-for-profit organization.
2. Any other personal property owned by the Board of Trustees having an individual value of less than \$100 may, at the discretion of the library manager, be discarded, turned in on new equipment, or made available for sale in accordance with the policies of the library's governing body.
3. No favoritism shall be shown to library employees, members of the Library Board or members of their immediate families who make bids on or purchase any library item declared surplus.

Patron Requests

The library welcomes patron interest in the collection and will seriously consider all requests that specific materials be acquired. The library is under no obligation to fill any particular request if not deemed suitable to the collection. Patron requests will be reviewed using the materials selection criteria in this policy. Any patron who would like to request a specific item for purchase should request it in writing and address it to the library manager.

Donations, Gifts and Memorials

The Ticonderoga Black Watch Memorial Library is grateful for gifts, and its collection has been enriched by donations of materials as well as by contributions. Through donors, the library has been able to acquire materials which could not have been purchased otherwise.

Donation of Books and Audio Visual Materials

In accepting a gift of materials, the library reserves the privilege of deciding whether items donated should be added to the collection. Out of the many books and other materials which citizens so generously give, a considerable proportion can be used. Some materials cannot be used because any library material, though of value in itself, may be:

1. A duplicate of an item of which the library already has a sufficient number.
2. Outdated-interesting but not of sufficient present reference or circulating value to the library.
3. In poor condition-which would not justify the expense of processing it, i.e. cataloging and preparing for circulation.

The material will be judged by the same standards of selection as those applied to the purchase of new materials.

The Ticonderoga Black Watch Memorial Library accepts gift books with the understanding that books which are useful to the library collection will be retained and other books disposed of in whatever manner the librarian deems best. The library reserves the right to interfile gifts with other collections on the same subject, so that all collections are organized and classified according to library standards for the best public service.

Gift Book Program

The library welcomes monetary contributions specifically for book purchases in memorial to or in honor of named individuals. In order that the library can properly honor the generosity, requests should be made in person, or in writing, to the library manager.

Donation of Art Objects and Other Types of Materials

Although such gifts are usually welcomed and valued, final decisions on their acceptance rests with the library manager and Board of Trustees.

Donations – Others, e.g. Monetary

The library welcomes cash contributions, gifts of real property, stocks and bonds. It is our custom to expend cash gifts on materials, equipment, or a project which is acceptable to the donor. Although it is unlikely, there may be an occasion in which the restrictions set by the donor make it impossible for the library to accept the contribution. All donations are subject to the approval of the library manager with the backing of the library board of trustees.

Recognition of Gifts

For memorial gifts to the library, the library may place within the book the name of the donor and/or the honoree, if desired.

Use of Gifts

All gifts are accepted with the understanding that it may someday be necessary that they be sold or disposed of in the best interest of the library. The library cannot commit itself to perpetually housing a donation.

Income Tax Statements

The library cannot appraise the value of a donation of materials or art. It will, however, issue the donor a letter and/or receipt acknowledging the donation. It is the donor's decision whether he or she will determine the value of the donation or utilize an independent appraiser. While the gifts to the library as a governmental unit qualify as tax deductible, the donor will have to consider the particular circumstances of his or her situation for the specific effect.

Revised by the Board of Trustees

Date

Adopted by the Board of Trustees

Date 3/27/2025