

### Coburn Free Library Collection Management Policy

<b>Authority responsible for passing and revising policy:</b>	Coburn Free Library Board of Trustees
<b>Authority responsible for updating appendices as needed:</b>	Coburn Free Library Executive Director
<b>Date adopted:</b>	DRAFT
<b>Most recent review by the board of trustees:</b>	Mm/dd/yyyy

This "Collection Management Policy" (the "Policy") sets the COBURN FREE Library's policy and procedures governing:

- Selection
- Procurement
- Cataloging
- Evaluation
- Removal

of "Library Resources" as defined in this Policy.

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.

#### II. Definitions

Because the management of Library Resources by a NY Regents-chartered library is controlled by law, regulation, and Regents' policy, this Policy uses the following precise terms, drawn from those laws and regulations, to define specific concepts critical to orderly and compliant collection management:

**(the) Library:** The COBURN FREE Library, which is an association library created by Chapter 22 legislation by the State of New York on February 18, 1895.

**(the) Chapter 22 Law:** The Article of Incorporation that creates the Library, as approved by the People of the State of New York, represented in the Senate and Assembly.

**Area of Service:** The precise, geographically-defined community served by the library, as described in its Chapter 22 legislation.

**Trustees (or the "Board"):** The members of the Library's governing board, responsible for setting Library policy and hiring the Library Executive Director.

**Executive Director:** The professional hired by the Trustees to lead the library and supervise all other library employees. The minimum qualifications of a library executive director are set by 8 NYCRR 90.8, and include educational and continuing education requirements set by 8 NYCRR 90.7.

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**Library Resources:** As defined by 8 NYCRR 90.3, "Library Resources" means "the print and nonprint materials owned by the library and any other services provided by the library to the resident borrowers of the Library's Area of Service." In this Policy, Library Resources held by the Library are collectively referred to as the "Catalog" or "Collection Materials."

**Collection Management:** The overall term for the selection, procurement, cataloging, evaluation, and removal of Library Resources.

**Selection [of Library Resources]:** The process by which Library Resources are chosen by Library staff (see "Selection Criteria" below), based on the Library's budget and through the use of vetted materials.

**Selection Criteria:** The criteria determined by the executive director and other Library staff, based on the goals and identified community needs in the Library's Long-Range Plan adopted by the Board, that must be met by the Collection.

**Procurement:** The process by which selected Library Resources are purchased. Procurement is governed by a combination of law, regulation, and Library policies, including: Coburn Free Library Financial Policy and Coburn Free Library Procurement and Bidding Policy. Certain purchases may also be governed by grant terms required by funding sources.

**Cataloging:** The process by which purchased items are formally added to the Library's collection. Cataloging" includes how selected materials are listed in the Polaris Catalog System and in what section of the Library they are placed (where they are "shelved").

**Evaluation:** The process by which collection materials are periodically reviewed to ensure they remain physically intact, relevant, and meet "community needs" as required by 8 NYCRR 90.2(6).

**Request for Re-Evaluation:** The formal process by which any trustee, library employee, or individual served by the Library [either by residing in the Area of Service, or being served by the Finger Lakes Library System may request re-evaluation of a Library Resource being included in the Library's Catalog, per the library's Selection Criteria.

**Long-Range Plan:** A community needs-based, board-approved, written long-range plan of service developed by the Library Trustees and staff. As required by 8 NYCRR 90.2, the Library's Long-Range Plan includes the goals and identified community needs that must be met by the Library's Collection.

**Annual Report (to the community):** An annual report to the Library's community setting forth the Library's progress in meeting its mission, goals, and objectives, as outlined in the library's Long-Range Plan. This requirement became law in 2021.

**Annual Report (to Education Department):** An annual report to the State Education Department, required by 8 NYCRR 90.1 and the NY Education Department's Division of Library Development.

**Record Retention Period:** How long different records pertaining to actions under this Collection Management Policy are retained, after which they are purged. [As the Library is an association library, the Trustees set this policy.]

**Donated Materials:** Books or other materials that are donated to the Library. These items are not immediately added to the Collection; they are evaluated according to the same Selection Criteria that are applied to purchased

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material. Donated Materials that do not meet the library's Selection Criteria will be disposed of at the discretion of the Library.

**Accession:** "Accession" is a term not defined by law or regulation in New York, but is used by libraries, museums, and archives to refer to collection development where the origins ("provenance") of the item is relevant. As noted in the LGS-1, "some libraries "accession" manuscripts, rare books and special collections, but not their general library holdings."

### **III. Collection Management**

#### **A. Selection**

The Selection Criteria of the Library, as informed by the Long-Range Plan approved by the Trustees, are attached as Appendix "A."

Selection Criteria are set by the executive director.

Selection Criteria are maintained as a schedule to enable ease of amendment and flexibility with respect to evolving community needs.

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.

**Records management:** records pertaining to the Selection of Library Resources are kept for 0 years after no longer needed (see LGS-1 #600).

#### **B. Procurement**

The Procurement of selected Library Resources by the Library is governed by the Library's Procurement and Bidding Policy.

At all times, the Executive director and the Board 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).

#### **C. Cataloging**

The procedures for Cataloging the Collection of the Library, as informed by the Library's Long-Range Plan, are attached as Appendix "B."

The procedures for Cataloging are set by the executive director, as informed by the Long-Range Plan approved by the Trustees.

The procedures for Cataloging are maintained as a Schedule to enable ease of amendment and flexibility to evolving community needs.

It is expected, but not required, that the procedures for Cataloging may be updated more frequently than this Policy. Such revision does not require approval by the Board.

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As required by 8 NYCRR 90.2, the Library provides a circulation system that facilitates access to the Library's Collection as cataloged after selected materials are acquired.

**Records management:** As the final cataloging is set out in the Catalog, records pertaining to the procedures for Cataloging are kept for 0 years (see LGS-1 #62). Printed manuscript or published library catalogs are kept permanently; continuously updated library catalogs (such as databases) are kept until updated (see LGS-1 #598).

## D. Evaluation

### 1. Routine Evaluation

As required by 8 NYCRR 90.2(6), Library Resources in the Library's Collection are routinely evaluated to ensure the Collection meets community needs; to ensure routine evaluation, the executive director oversees such evaluation per the schedule attached as Appendix "C."

The executive director reports to the Board on the routine evaluation of Library Resources not less than annually and will be provided through the library's annual report to NYS.

Routine evaluation decisions are often affected through a process referred to as "Weeding" the Library's procedures for Weeding are included in Appendix "C."

**Records management:** records pertaining to Routine Evaluation are kept for 0 years after no longer needed (see LGS-1 #600).

### 2. Request for Re-Evaluation

A trustee, employee, or Coburn Free Library card-holder (a Request-Maker) may request that the Selection or Cataloging of a Library Resource or Resources be reconsidered.

To initiate a Request for Re-Evaluation, the Request-Maker may fill in the "Request for Re-Evaluation" form attached as "D." **Only the factors listed in the form are a suitable basis for filing such a request.**

The procedure for removal based on a Request for Re-Evaluation is addressed in Section VII, C of this Policy.

Materials shall generally only be subject to Re-Evaluation under this sub-section "2" once every 5 years. For repeat requests within 5 years, unless the Selection Criteria have changed with respect to the subject Materials, the prior determination shall be supplied.

**Records management:** records pertaining to a Request for Re-Evaluation are kept for 6 years (see LGS-1 #601). In addition, also per the LGS-1 #601, because such records deal with serious constitutional issues and may have value for future research, the Library shall appraise such records for historical significance prior to disposition.

## E. Removal

### 1. Removal of damaged or technologically obsolete items

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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.

**Records management:** records pertaining to the Removal of damaged or technologically obsolete items are kept for 0 years (see LGS-1 #600).

## 2. Removal based on Routine Evaluation

Upon finding, after Routine Evaluation, that a Library Resource no longer meets the then-current Selection Criteria (see Appendix "A") of the Library, the item will be removed from the Collection.

**Records management:** records pertaining to Removal based on Routine Evaluation are kept for 0 years (see LGS-1 #600).

## 3. Removal based on Request for Re-Evaluation

If a "Request for Re-Evaluation" form is properly submitted and either the executive director or the Board of Trustees upon appeal, determine that the Library Resource it pertains to should be removed from the Collection, it will be removed from the Collection and the Catalog by the executive director (or their designee).

All Requests for Re-Evaluation will be evaluated per the Library's Plan of Service, this Policy, and the following excerpts from the American Library Association's Code of Ethics:

*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.*

Decisions shall be communicated using the Appendices "E", "F", and "G", with modifications as determined by the issuing authority.

**Records management:** records pertaining to Removal based on Requests for ReEvaluation are kept for 6 years (see LGS-1 #601) and may be kept longer based on a determination of operational or historic significance.

## IV. Access to this Policy

To facilitate community understanding of the Library's services, operations, and governance, this Policy and its Appendices shall be posted on the Library's website, available in hard copy at the Library, and a copy shall be provided when a person or authority inquires or raises a concern related to Collection Management.

## V. Review and Update of this Policy

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This board-approved written policy for Collection Management shall be reviewed and updated by the Trustees at least once every five years (as required by 8 NYCRR 90.3 (b)(4), OR earlier if required by law, OR if a law, regulation, or policy impacting it changes.

**Table of Appendices and Authorities**

Appendices	Appendix A: Coburn Free Library Selection Criteria  Appendix B: Coburn Free Library Cataloging Procedures  Appendix C: Coburn Free Library Collection Maintenance  Appendix D: Library's Request for Re-Evaluation Form and Procedure  Appendix E: Template for Executive director Determination of Request for Re-Evaluation  Appendix F: Template for Board Resolution pertaining to Trustees' Determination of Appeal of Request for Re-Evaluation  Appendix G: Template for Trustees' Determination of Appeal of Request for Re-Evaluation
Related policies and documents	Chapter 22 Documentation – Library Founding Document Coburn Free Library Procurement and Bidding Policy Coburn Free Library Financial Policy FLLS Item Maintenance Best Practices FLLS Item Maintenance Guide FLLS Collection Development Reports Guidelines ALA Code of Ethics
Controlling laws and regulations	New York Education Law Title I, Article 5, Part 2  8 NYCRR 90.1, 90.2, and 90.3

### Appendix "D": Form to Request Re-Evaluation of Library Resource

This Request for Re-Evaluation is governed by the Library's Collection Management Policy and the Library's current procedures for Selection and Cataloging.

To initiate the Re-Evaluation of a Library Resource, please fill out the form and follow the instructions below:

Name	
Address	
Library Card #	
Catalog # of Material of Concern	
Title of Work	
Basis of Concern (select all that apply):	<input type="checkbox"/> Does not meet current Selection Criteria <input type="checkbox"/> Improperly Cataloged (please note specific issue) <input type="checkbox"/> Does not fall within the needs of the community
Please include any comments you would like the Library to consider:	Comments:
Date submitting the form:	
Signature:	

Instructions and process:

- Please only list one work per form.
- Please submit this form by either emailing it to [director@coburnfreelibrary.org](mailto:director@coburnfreelibrary.org) or mailing it to Coburn Free Library 275 Main Street, Owego, NY 13827.
- Your submission will be reviewed by the Executive Director within fourteen (14) calendar days of receipt.
- You will receive a response in writing that indicates either: a) your request for Re-Evaluation has been evaluated and no change is required; OR b) your request has been evaluated by the Library and the Selection or Cataloging of the item will be changed, which shall be briefly described in the reply.
- If the Library determines that no action is needed, and you disagree, you may appeal this determination within fourteen (14) calendar days by submitting a copy of your original request, and the Executive director's reply, together with a statement saying "I request an appeal" to the Board of Trustees by either email to [director@coburnfreelibrary.org](mailto:director@coburnfreelibrary.org) or USPS to Coburn Free Library 275 Main Street, Owego, NY 13827.
- Any appeal regarding a Request for Re-Evaluation will be finalized within **ninety (90) days**. Any material under review will remain in circulation until the Library determines it must be removed.
- All Requests for Re-Evaluation will be evaluated per the Library's Plan of Service, policies, and the following excerpts from the American Library Association's Code of Ethics:
  - 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.
- **The Board of Trustees' determination is final.**

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**Appendix "E" - Notice of Executive Director's Determination Form  
Request for Re-Evaluation of Library Resource**

Date

Request for Re-Evaluation of Library Resource  
Notice of Executive Director's Determination made on mm/dd/yyyy  
Re: Request for Re-Evaluation of TITLE, CATALOG NUMBER  
Submitted on: mm/dd/yyyy

RE: Notice of Executive Director's Determination

Dear name:

The COBURN FREE Library received your above-referenced Request for Re-Evaluation on DATE.

In evaluating your request, I as Library Executive Director have applied the Library's Collection Management Policy, its Long-Range Plan of Service, and the Code of Ethics of the American Library Association.

Based on that criteria, I have determined that [the Library Resource was properly included in the Library's collection] OR [the Library Resource was not properly included in the Library's collection, and will be removed/re-cataloged as INSERT].

The COBURN FREE Library strives to meet the needs of everyone in the community, as required by our Long-Range Plan of Service. If you would like to appeal this determination, you may direct your appeal to the Board of Trustees care of Coburn Free Library Attn: Board of Trustees 275 Main Street, Owego, NY 13827.

Sincerely,

Meredith Gallaro, Executive Director  
Coburn Free Library  
Email: [director@coburnfreelibrary.org](mailto:director@coburnfreelibrary.org)  
Website: [www.coburnfreelibrary.org](http://www.coburnfreelibrary.org)



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**Appendix "F" - Template for Board of Trustees' Resolution pertaining to Trustees' Determination of Appeal of Request for Re-Evaluation**

To be included in the Board Minutes

Text of resolution once a decision has been reached:

WHEREAS the Board timely received an appeal of the executive director's decision attached to this resolution from NAME OF REQUEST-MAKER; and whereas the Board has evaluated the appeal by applying the factors in the Library's Collection Management Policy, its Long-Range Plan of Service, and the Code of Ethics of the American Library Association; BE IT RESOLVED that the appeal is [granted, and the item it pertains to is to be removed by the executive director per library policy within 5 business days, and the Board shall notify the Request-Maker of this decision within 5 calendar days] OR [denied, and the Board shall notify the Request-Maker of this determination within 5 calendar days] as provided by the Library's Collection Management Policy; and BE IT FURTHER RESOLVED that this Board re-affirms its commitment to New York State Constitution, the United States Constitution, and the American Library Association Code of Ethics, as adopted by the New York Library Association.

AYES: #

NAYS: #

ABSTAIN: #

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**Appendix "G" – Notice of Board Determination of Appeal of Decision** made on DATE Regarding TITLE, CATALOG #  
**Request for Re-Evaluation of Library Resource**

RE: Notice of Library Board of Trustees Determination upon Appeal

Dear NAME:

The Board of Trustees of COBURN FREE Library received your above-referenced appeal on DATE. On DATE, the Board met to consider your appeal.

In evaluating your request, the board applied the Library's Collection Management Policy, its Long-Range Plan of Service, and the Code of Ethics of the American Library Association.

Based on that criteria, the board has determined that [the Library Resource was properly included in the Library's collection] OR [the Library Resource was not properly included in the Library's collection, and will be removed/re-cataloged].

Thank you for entrusting the board of trustees with your concerns. The Coburn Free Library strives to meet the needs of everyone in the community, and this requires careful attention to the needs of all, and the many factors governing the selection of library materials.

Your understanding of, and input into, that process is appreciated.

Sincerely,

Name, President  
COBURN FREE Library Board of Trustees