

Subject: Collection Development

Application: Employees

Objective

Westchester Library System (WLS) strives to provide collections and resources that meet the cultural, informational, educational, and recreational needs of all individuals in the System's service area in conjunction with the strategic initiatives of WLS and member libraries.

Principles of Free Access

The WLS Board of Trustees affirms the principles presented in the American Library Association's (ALA) [Library Bill of Rights](#)¹, [Interpretations of the Library Bill of Rights](#)², [Freedom to Read Statement](#)³, and [Freedom to View Statement](#)⁴ in support of acquiring and managing collections in support of its mission.

Statement on Minor Access

WLS acknowledges that the responsibility for monitoring a minor's access to library materials and resources rests with the minor's parent or legal guardian.

Collection Development Responsibility

Authority for the shared collections is a joint responsibility of WLS and the member libraries. For materials and resources owned, leased, or subscribed to by WLS, the responsibility is delegated to the WLS Executive Director by the WLS Board of Trustees. The WLS Executive Director may delegate related responsibilities to qualified WLS staff. For each member library's materials and resources, this responsibility is delegated by the library's Board of Trustees to the Library Director, who has the authority to delegate responsibilities to qualified library staff.

Selection of Materials and Resources

For WLS, recommendations by member libraries, standard professional and journals, authoritative online tools, and popular and local media sources are among the most frequently used tools in the selection process. The acquisition of a material or resource by WLS does not constitute endorsement of the contents of the material or resource.

¹ Library Bill of Rights - <https://www.ala.org/advocacy/intfreedom/librarybill>

² Interpretations of the Library Bill of Rights - <https://www.ala.org/advocacy/intfreedom/librarybill/interpretations>

³ Freedom to Read Statement - <https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

⁴ Freedom to View Statement - <https://www.ala.org/advocacy/intfreedom/freedomviewstatement>

While a single standard cannot be applied, materials and resources that are considered for acquisition are judged by these and other related criteria:

- Relevance to community needs and interests;
- Balance and diversity in the current collection;
- Suitability to the intended audience of subject, style, format, interest and reading level;
- Reputation of the author, composer, publisher, or producer; and
- Quality of the writing, design, illustration, or production.

Licensing and leasing requirements may result in the automatic addition of materials in the digital collections by a vendor or publisher.

Withdrawal of WLS Materials and Resources

Materials and resources are routinely withdrawn to maintain the usefulness, currency, relevance, and condition of the WLS collections. Licensing and leasing requirements may result in the automatic withdrawal of materials in the digital collections by a vendor or publisher. Physical materials withdrawn from a collection may be disposed of in a variety of ways including but not limited to public book sales, donations to other organizations, responsible and sustainable recycling, and disposal.

Gifts and Donations to WLS

WLS accepts gifts of books and other materials with the understanding that they may be added to the collection, made available to the member libraries, or used to support WLS outreach activities if deemed appropriate. If the material cannot be used by WLS or the member libraries, the material may be disposed of in a variety of ways including but not limited to public book sales, donations to other organizations, responsible and sustainable recycling, and disposal.

Reconsideration of WLS Materials and Resources

Materials made available by WLS present a diversity of viewpoints, enabling residents to make informed choices. WLS strives to provide a wide range of library materials and resources to satisfy the diverse interests of all individuals living, working, going to school or who own property in Westchester County. WLS upholds the right of a library card holder to obtain these materials and resources, even though the content may be viewed as controversial, unorthodox, or unacceptable by others. While the materials and resources are available to all valid library card holders, it is not expected that all the collection will appeal to everyone.

Library card holders requesting the reconsideration of a material or resource that WLS owns, leases, or subscribes to must have a valid and current library card from WLS or a member library and are required to complete a *WLS Request for Reconsideration of Material or Resource* form and submit it to the WLS Executive Director. The request and material/resource in question will be reviewed by a committee of three, which will be composed of the WLS Executive Director, one librarian from the WLS staff, and a representative from the WLS Board Audit Committee. The request will be reviewed by the committee considering this policy's guidelines, the ALA's

documents referenced in the Principles of Free Access section of this policy, the opinions of professional reviewing sources, and other relevant information. The WLS Executive Director will notify the requester in writing of the results of the review within two weeks of receiving the completed reconsideration form.

The committee's decision may be appealed to the WLS Board of Trustees. The WLS Board will be the final level of appeal for any reconsideration request. The final determination will be developed and kept on file for a minimum of two years. An individual title or resource will not be reviewed more than once in this two-year period.

Last approved: November 29, 2022

**Westchester Library System (WLS)
Request for Reconsideration of Material or Resource**

To request the reconsideration of a material or resource that WLS owns, leases or subscribes to and you have a valid and current library card from WLS or a member library, provide the requested information noted to the WLS Executive Director through email as an email attachment to executivedirector@wlsmail.org; via fax at 914-674-4185 or U.S. Mail to the address below:

Westchester Library System
Executive Director
570 Taxter Road, Ste. 400
Elmsford, NY 10523

Date: _____

Name: _____

Address: _____

City/State/Zip: _____

Library card number: _____

Phone: _____

Email: _____

Please specify the type/format of the resource which you are requesting to be reconsidered. Check all that apply:

Physical collection:

- _____ Audiobook
- _____ Book
- _____ Magazine/Newspaper
- _____ Movie
- _____ Music
- _____ Other (Please specify) _____

Digital collection:

- | | |
|--------------------------|------------------------------|
| _____ Audiobook | _____ Music |
| _____ Book | _____ Other (Please specify) |
| _____ Magazine/Newspaper | _____ |
| _____ Movie | |

WLS Request for Reconsideration of Material or Resource - continued

Title of the material/resource: _____

Author/Producer/Content Creator: _____

In what collection did you find this material/resource? _____

What brought this material/resource to your attention? _____

Have you examined the entire material/resource? If not, indicate the sections you did review:

What concerns you about the material/resource?

Are there resources that you suggest providing additional information and/or other viewpoints on this topic?

What action are you requesting regarding this material/resource?
