



# Collection Management Policy of Finkelstein Memorial Library

## **I. Purpose**

This "Collection Management Policy" (the "Policy") sets the 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 law 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 Finkelstein Memorial Library, which is a School District Library chartered by the Regents in 1962.

**(the) Charter:** The most recent version of the document that creates the Library, as approved by the Regents.

**Area of Service:** The precise, geographically-defined community served by the Library, as described in its Charter and Plan of Service and any contractual or policy arrangements; the East Ramapo Central School District.

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

**Library Director:** The professional hired by the Trustees to lead the Library and supervise all other Library employees.

**Library Resources:** As defined by 8 NYCRR 90.3, "Library Resources" means "the print and non-print 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 use of vetted materials.

**Selection Criteria:** The criteria determined by the 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 the Library's Procurement Policy. For certain purchases, it may also be governed by grant terms required by funding sources.

**Cataloging:** The process by which purchased items are formally added into the Library's collection. "Cataloging" includes how selected materials are listed in the catalog 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."

**Request for Re-Evaluation:** The formal process by which any trustee, Library employee, or individual served by the Library by residing within the East Ramapo Central School District boundaries 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. The Library's Long-Range Plan includes the goals and identified community needs that must be met by the Library's Collection.

**Record Retention Period:** How long different records pertaining to actions under this Collection Management Policy are retained, after which they are purged. As a public Library, the Library follows the record retention periods in the LGS-1.

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

### **III. Collection Management**

#### **A. Selection**

Selection Criteria are set by the Director and include materials that are relevant to the needs of those residing in the community the Library serves. See Appendix A for Library's selection criteria.

#### **B. Procurement**

At all times, the 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 conducted in cooperation with the Ramapo Catskill Library System, and Head of Technical Services, as approved by the Trustees, and the Director.

The procedures for Cataloging are maintained by the technical services department. 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.

#### **D. Evaluation**

##### **1. Routine Evaluation**

Library Resources in the Library's Collection are routinely evaluated to ensure the Collection meets community needs; to ensure routine evaluation, the Library Director oversees such evaluation on a rolling basis.

The Director reports to the Board on the routine evaluation of Library Resources not less than annually.

Routine evaluation decisions are often affected through a process referred to as "Weeding." Weeding is assigned by the department heads to the librarians.

## 2. Request for Re-Evaluation

A trustee, employee, or person served by the Library (a "Request-Maker") may request that the Selection or Cataloging of a Library Resource or Resources be re-considered.

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

The procedure for removal based on a Request for Re-Evaluation is addressed in Section III.E.3 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

Library materials that can be are donated to the Friends of the Library. The Friends undertake to sell what items they may in order to fund the cultural programs and other events the Friends supply to the Library.

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

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.

### 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.

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

If a "Request for Re-Evaluation" form is properly submitted and either the 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 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 in writing.

**Records management:** records pertaining to Removal based on Requests for Re-Evaluation 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

This board-approved written policy for Collection Management shall be reviewed and updated by the Trustees at least once every five years or earlier if required by law, or if a law, regulation, or policy impacting it changes.

#### **Appendices:**

Appendix A: Library's Goals & Selection Criteria

Appendix B: Library's Request for Re-evaluation Form & Process

Appendix C: Template for Director Determination of Request for Re-evaluation

*Adopted this 21st day of September 2022 by the Board of Trustees of the Finkelstein Memorial Library*

# **APPENDIX A:**

## **LIBRARY'S GOALS & SELECTION CRITERIA**

## **Finkelstein Memorial Library – Goals**

The Finkelstein Memorial Library is part of the Ramapo Catskill Library System (RCLS), a consortium of 47 libraries. The Finkelstein Memorial Library has a large and diverse community, requiring careful consideration of each collection to ensure support for each demographic. The Library's goals include:

1. To stimulate interest in reading and lifelong learning by providing materials and programs that aid individuals in the pursuit of information and in the creative use of leisure time.
2. To affirm the historical significance of Finkelstein Memorial Library.
3. To provide cultural, intellectual, and educational resources that supply specific information, enlarge experience, broaden horizons, stimulate imagination, promote appreciation, and provide recreation.
4. To provide up-to-date and accurate information on all sides of issues in a wide variety of formats, phasing out formats as they become obsolete, and phasing in formats as they become popular.
5. To give free and open access to materials regardless of age, race, religion, national origin, sexual orientation, disability, or social/political views, within the limitations of available space and budget. The Finkelstein Memorial Library subscribes to the principles of intellectual freedom as stated in the "Library Bill of Rights" (see Appendix 1), a document issued by the American Library Association. The staff of the library provides equal service to all library users. Children and adults are equally free to use the entire library and to borrow all materials in the circulating collection.
6. To be a valued contributing member of the RCLS consortium. Finkelstein Memorial Library will at times purchase materials that few or no other RCLS libraries purchase, in the interest of giving access to these materials to the RCLS community. At other times, Finkelstein Memorial Library will refrain from purchasing materials that are already widely available within the RCLS system, in the interest of meeting budgetary demands.
7. To provide materials which have permanent value, as well as those that are timely and popular.

## **Finkelstein Memorial Library - Selection Criteria**

### **Responsibility**

The authority and responsibility for the selection of library materials is delegated to the Director and to the staff who are qualified for this activity by reason of education, training, and experience.

### **Criteria**

All acquisitions, whether purchased or donated, are considered in terms of the following standards. An item need not meet all the criteria in order to be added to the collection.

1. Attention given by critics, reviewers, professional book selection aids and the public
2. Reputation and significance of author, publisher, and/or producer
3. Readability and popular appeal determined in part by patron requests (via holds or verbal/written requests). Patron requests are welcomed and given serious consideration. They are subject to the same selection criteria as other materials. Not every specialized book requested by individuals can be added to our permanent collection. Some materials the library is requested to buy will be better obtained through interlibrary loan or by referring the patron to another institution.
4. Present and potential relevance to community needs
5. Relation to existing collection and other materials on the subject, ability to add to completeness of local Finkelstein Memorial collection (including local authors), and ability to add balance to the collection (e.g. represent all sides of issues)
6. Accuracy (of non-fiction only)
7. Timeliness
8. Importance as a document of the times or permanence of the material
9. Insight into human and social conditions
10. Cost
11. Quality of format and binding



**APPENDIX B:**

**LIBRARY'S  
REQUEST FOR  
RE-EVALUATION  
FORM & PROCESS**

## Finkelstein Library 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.

For current copies of these documents, please visit [www.finkelsteinlibrary.org](http://www.finkelsteinlibrary.org), or request one at the Reference Desk.

NAME	
Address	
Library Card #	
Catalog # of Material of Concern	
Title of Work	
Basis of Concern (select all that apply):	<ul style="list-style-type: none"><li><input type="radio"/> Does not meet current Selection Criteria</li><li><input type="radio"/> Improperly Cataloged (please note specific issue)</li><li><input type="radio"/> Does not fall within needs of community</li></ul>
Please include any comments you would like the Library to consider:	Comments:
Date submitting form:	
Signature:	

### Instructions and process:

Please only list **one work** per form.

Please submit this form by either emailing it to [fmlref@rcls.org](mailto:fmlref@rcls.org); mailing it to: Director, Finkelstein Memorial Library, 24 Chestnut St, Spring Valley, NY 10977, or faxing it to (845) 352-2319.

Your submission will be reviewed by the Library 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 Director's reply, together with statement saying "I request an appeal" to the Board of Trustees by either fax to (845) 352-2319 or mail to the Library, attn.: Board of Trustees.

The Board of Trustees is an all-volunteer organization that meets no less than 10 times per year. Therefore, any appeal regarding a Request for Re-Evaluation will be finalized within sixty (60) days. Any material under review will remain in circulation until such time as 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.**

# **APPENDIX C:**

## **TEMPLATE FOR DIRECTOR DETERMINATION OF REQUEST FOR RE-EVALUATION**

**Request for Re-Evaluation of Library Resource  
Notice of Director's determination**

**Date:**

**Regarding Request for Re-Evaluation of**

**TITLE, CATALOG NUMBER**

**Submitted on: DATE**

**RE: Notice of Director's Determination**

Dear NAME:

The Finkelstein Memorial Library received your above-referenced Request for Re-Evaluation on DATE.

In evaluating your request, I as Library 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 Finkelstein 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 Administration at 24 Chestnut Street, Spring Valley, NY 10977.

Sincerely,

Laura Wolven  
Director, Finkelstein Memorial Library