

**John C. Hart Memorial Library**  
**Collection Management Policy**

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## Introduction

This John C. Hart Memorial Library Collection Management Policy is predicated in large part upon the template and guide developed by the Empire State Library Network (ESLN) and Public Library System Directors' Organization (PULISDO).

Collection management is a critical consideration for any library. The selection, maintenance, and disposal of collection materials is at the heart of a library's service to its community.

The purpose of the Policy is to provide the John C. Hart Memorial Library with a clear framework for all phases of collection management, from selection, to procurement, to cataloging, to removal.

The Policy is based on a holistic view of collection management, giving each phase of the life-cycle of library materials due consideration and criteria.

This holistic approach is not just about the practicalities of selecting and managing collection materials. The approach is rooted in a firm commitment to intellectual freedom based on state laws and regulations that create and empower local and regional libraries and systems in New York. And overarching all of that, are consideration of both free speech and due process as assured by both the state and federal constitutions.

## I. Purpose

This "Collection Management Policy" (the "Policy") of the John C. Hart Memorial Library ("Library") sets forth policy and procedures governing:

Collection Development

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. Collection Management

### A. Collection Development

The Collection Development Criteria of the Library, as informed by the Strategic Plan approved by the Trustees, is attached as Appendix “A.”

Collection Development Criteria are set by the Director.

It is expected, but not required, that Collection Development Criteria, page 9, as set forth in Appendix “A” may be updated more frequently than this Policy. Such revision does not require approval by the Board.

## B. Procurement

The Procurement of selected Library Resources by the Library is governed by the Town of Yorktown, Finance Department Procurement Policy.

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).

Records management: records pertaining to Procurement of Library Resources are kept for 1 year (see LGS-1 #599).

## C. Cataloging

The procedures for Cataloging the Collection of the Library, as informed by the Library’s Strategic Plan, are attached as Appendix “B.”

As a member of the Westchester Library System (WLS), all John C. Hart Memorial Library’s acquisitions are cataloged by WLS.

As required by 8 NYCRR 90.2, the WLS provides a circulation system that facilitates access to the John C. Hart Memorial Library’s Collection as cataloged after selected materials are acquired, in addition to the records of the other 38 member libraries.

Records management: Continuously updated library catalogs (such as databases) are kept until updated (see LGS-1 #598).

## D. Evaluation and Weeding

### 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 Library Director oversees such evaluation per the State Library of Texas' publication Continuous Review, Evaluation, and Weeding (CREW): A Weeding Manual for Modern Libraries. CREW's schedule is attached as Appendix "C."

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" the Library's procedures for Weeding are included in Appendix "C."

## 2. Request for Re-Evaluation

A Trustee, Library staff, or person who possesses a current John C. Hart Memorial Library Card (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 as Appendix "D." 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 II.E.3 of this Policy.

A Library Resource shall generally only be subject to Re-Evaluation under this subsection "2" once every 5 years. For repeat requests within 5 years, unless the Selection Criteria have changed with respect to the subject Library Resource, 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

Per Education Law Section 260, "prior to the discarding of used or surplus books or other such reading materials by trustees of a chartered public, cooperative or free association library which receives over ten thousand dollars in state aid, the Trustees shall offer to donate such books or materials to a not-for-profit corporation or political subdivision located within the area of the library system or offer to sell such books or materials to the general public."

Also as required by law, the Trustees shall retain any proceeds received from the sale of such books and materials for the purpose of maintaining and improving library service within the system.

#### 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 Strategic Plan, this Policy, and the following excerpts from the American Library Association's Code of Ethics:

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.

We uphold the principles of intellectual freedom and resist all efforts to censor library resources.

We do not advance private interests at the expense of library users, colleagues, or our employing institutions.

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.

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.

### III. 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 hard copy shall be provided for a nominal fee if requested.

#### IV. 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 (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.)

#### V. 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:

**Library:** The John C. Hart Memorial Library, which is a municipal library chartered by the Regents in the State of New York.

**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.

**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. The minimum qualifications of a library director are set by 8 NYCRR 90.8, and include educational and continuing education requirements set by 8 NYCRR 90.7.

**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 the “Collection.”

**Collection Development:** The process of systematically building the collection of a particular library, through the acquisition of print and non-print materials, to meet the information needs of the library’s community.

**Collection Management:** The overall term for the selection/development, 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 contained in the Strategic Plan adopted by the Board, that must be met by Collection Development.

**Procurement:** The process by which selected Library Resources are purchased. Procurement is governed by a combination of law, regulation, and Library policies, including: The Town of Yorktown, Finance Department Procurement Policy reviewed and approved annually by the Yorktown Town Board. 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 Westchester Library System’s 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” 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 and in possession of a John C. Hart Memorial Library Card may request re-evaluation of a Library Resource being included in the Library's Catalog, per the library's Selection Criteria.

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

**Annual Report (to 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 Strategic 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 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.

**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." This policy does not address "accession".

## Table of Appendices and Authorities

### Appendix “A”

#### Collection Development

The John C. Hart Memorial Library provides an up-to-date collection of print, audiovisual and digital materials that are carefully selected, systematically arranged, and aggressively promoted. These materials offer education, entertainment, and the potential for life-long enrichment.

As expressed in our Strategic Plan, our library values Diversity, Equity, and Inclusion (DEI) and utilizes these ideas in our collection development choices.

We closely watch how our collections are utilized, and regularly adjust our spending to best meet the needs of John C. Hart Memorial Library cardholders.

The Library Board of Trustees has the responsibility “to purchase, sell or exchange, improve and repair books and other library materials required for the proper operation of the library...” Through its by-laws, the Library board vests the Library Director with responsibility for collection development. With management staff, the director allocates budgets to carry out collection development, determines allocation of resources, and assigns responsibility for the development and management of the collection.

#### Scope of the Collection

The collection serves Yorktown and Town of Cortlandt residents from birth through adulthood.

The Children’s Collection, housed in the children’s room, serves children up to sixth grade, as well as parents, caregivers, teachers and professionals involved in service to children.

The Young Adult Collection, housed in the main library, focuses on the informational and recreational needs of adolescents (seventh through twelfth grades).

The Adult Collection serves adults of all ages, as well as teens, and includes a range of materials: books in print and digital formats, DVDs, CDs, streaming and downloadable materials. Non-fiction material is typically acquired at an introductory through community college level.

The Hyatt Local History Collection focuses on the Hamlet of Shrub Oak. It includes books, pamphlets, maps, photographs, indexes and local newspapers.

#### Criteria for Selection

In selecting material, staff rely on a variety of sources, including reviews in trade journals, consumer media, and patron requests. Considerations include:

Popular demand

Accuracy, clarity, currency, representation, and comprehensiveness

Artistic or literary merit

Entertainment

Award recipients

Curricular enrichment

Reputation or qualifications of author or producer

Local interest in subject or author

Material is of good technical quality in printing, binding, illustrations and design

Price as a reasonable value for anticipated use

Yorktown or Westchester history

Suitability of physical form of the material for library use

The Library is a forum for all points of view and adheres to the principles of intellectual freedom.

In creating its collection, the Library is guided by three documents adopted by the American Library Association: The Library Bill of Rights ([www.ala.org/advocacy/intfreedom/librarybill](http://www.ala.org/advocacy/intfreedom/librarybill)), the Freedom to Read Statement ([www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement](http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement)), and the Freedom to View Statement (<https://www.ala.org/advocacy/intfreedom/freedomviewstatement>).

#### Criteria for the Withdrawal of Materials

For guidelines in weeding the collection, the Library has adopted CREW: A Weeding Manual for Modern Libraries © Copyright 2012 Texas State Library and Archives. Crew is available at [https://yln.libguides.com/ld.php?content\\_id=72690387](https://yln.libguides.com/ld.php?content_id=72690387).

Withdrawn books are sent to one of our book vendors, Better World Books, Decluttr, or Bay State Books, who in turn either recycle or sell the items. For items that are sold, the Library receives the proceeds.

## Enhancing the Collection

The Library welcomes input from the Community and strives to meet patron requests in a timely manner. A “Request a Purchase” procedure is in place whereby a John C. Hart Memorial Library cardholder can recommend that the Library acquire an item that it doesn’t have. The form is available at the public service desks. All requests for purchase are subject to the same criteria for selection.

Also, the holdings of all WLS libraries are available in one catalog and can be borrowed by any Westchester resident who has a card in good standing with one of the 38 member libraries. A courier service transports material among the libraries; items can be picked up or returned to any WLS library. Borrowing from member libraries is often the most efficient way for patrons to access material not owned by the John C. Hart Memorial Library. The holdings of the member libraries may also inform the Library’s decision to acquire, or not acquire, an item.

## Appendix “B”

### Cataloging

The John C. Hart Memorial Library is a member of the Westchester Library System (WLS). WLS manages a centralized online integrated library system to promote efficient and standardized procedures for the acquisition, cataloging, discovery, circulation and delivery of materials in all formats to the member libraries and their cardholders.

See: WLS’s Plan of Service. 2-22-2022. The Plan of Service is available at [https://www.westchesterlibraries.org/wp-content/files/pdfs/about-wls/WLS\\_Plan\\_of\\_Service\\_2022-2026-NYSLAprvd-2021-1022.pdf](https://www.westchesterlibraries.org/wp-content/files/pdfs/about-wls/WLS_Plan_of_Service_2022-2026-NYSLAprvd-2021-1022.pdf)

## Appendix “C”

For guidelines in weeding the collection, the Library staff has adopted CREW: A Weeding Manual for Modern Libraries © Copyright 2012 Texas State Library and Archives. Crew is available at <https://www.tsl.texas.gov/ld/pubs/crew/index.html>.

## Appendix “D”

Process to Request Re-Evaluation of Library Resource

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

For current copies of these documents ask at the Reference Desk for a copy.

To initiate a Re-Evaluation of a Library Resource, please fill out the form, in person, at the Reference Desk.

This policy has been approved by the Library Board of Trustees at their July 17, 2024 meeting.