Library Collections Policy

1. Purpose of Library Collections

The Geneva Public Library ("the Library") develops collections to promote literacy, support education, encourage lifelong learning, and meet the diverse cultural, informational, and recreational interests of the Geneva community.

The Library strives to develop collections for all members of the Geneva community, including children, teens, and adults. The Library purchases items and materials that meet specific community needs, such as materials in Spanish, large print format, workforce training, and local history. Materials for all age groups may be borrowed by any patron, but some collections, such as local history, are available for use only in the Library.

Careful consideration is given by trained library employees when selecting each new item. Factors considered include: expected frequency of use; popularity of the author, title, or topic; professional and reader reviews; accuracy and relevance of information; cost; and an item's availability within the OWWL Library System.

A wide variety of materials and formats is considered for the collection, such as hardcover and paperback editions of books, periodicals, audio and video recordings, toys and games, museum passes, and online and electronic media devices.

2. Collections for Children

Collections for children include materials designed to serve the educational benefits, varied interests, and general needs of all children, as well as parents and caregivers. Quality, accuracy, relevance, appropriateness for the intended audience, design, format, and illustration are important criteria when evaluating children's materials.

3. Collections for Teens

Collections for teens include materials designed to serve the educational benefits, varied interests, and general needs of all teens throughout the Geneva community.

Collections for teens are identified separately.

4. Local Author & Local History Collection

The Library actively maintains a Local History and Local Authors collection, which contains works by authors from Geneva, or documentation of the history and culture of Geneva and the Finger Lakes region. The collections primarily consist of books and other published items, the papers and manuscripts of regionally significant writers, and local genealogical resources.

To the extent possible, based on condition, rarity, and value, items in the collections will be available for circulation and/or viewing in publicly accessible areas of the Library.

Books and other items that are very rare, expensive, unique, or in delicate condition may be considered for transfer to Historic Geneva or housed at the Library in a more secure setting with limited access.

4.1 Additions to the Local History and Local Author Collections

The Library reserves the sole discretion to decide what materials will be accepted and housed in its Local History and Local Author collections. Selection criteria will include, but may not be limited to:

- How the material fits into the scope of the collection;
- What information the material offers;
- Relevance to non-duplication of materials;
- Cost to preserve and store;
- Security requirements; and
- Availability of copies at Historic Geneva or other archives.

All materials donated to the Library intended for addition to the Local Author or Local History Collections should be accompanied by the Library's Deed of Gift form. All material donations become subject to the Library's Records Retention and Removal policy. Items without Deed of Gift documentation waive the rights of previous ownership and are subject to the Library's policies.

4.2 Discarding Local History and Local Author Collections

The Library reserves the right to periodically reevaluate materials in the Local History and Local Author collections, and discard certain items from the collections in a manner consistent with professionally accepted standards and in conjunction with advice from Historic Geneva and other trusted agencies.

The Library may decide to discard an item if any of the following conditions are present:

- The item is not relevant to the Library's mission and purpose;
- The item would be more appropriately housed in a different archival repository;
- The item has deteriorated beyond its usefulness;
- The item is void of inherent exhibition, research, or educational value;
- The item is a duplicate of materials already in collections;
- The item is made of hazardous materials or is actively decomposing in a manner that directly affects the condition of other items and/or the health and safety of the employees and/or patrons;
- The Library is unable to continue to provide care and storage for the object in keeping with professionally accepted standards;
- The item is subject to legal and ethical standards requiring its removal.

Where appropriate, preference will be given to Historic Geneva or other local institutions.

5. Suggestions for Additions to the Collection

To help ensure the Library collection reflects the Geneva community, patron suggestions are welcome. Patrons may request the purchase of specific items, by completing the Suggest A Purchase Form online or by speaking with a Library employee. Submission of this form does not guarantee that an item will be purchased.

6. Collection Maintenance, Replacement, and Discards

Library employees regularly review the collection to ensure that library items continue to meet the Library's mission.

The Library may decide to discard an item if any of the following conditions are present:

- The item is not relevant to the Library's mission and purpose;
- The item is void of inherent exhibition, research, or educational value;
- The item has not circulated;
- The item is a duplicate of materials already in collections;
- The item has been damaged beyond its usefulness;
- The item is made of hazardous materials or is actively decomposing in a manner that directly affects the condition of other items and/or the health and safety of the employees and/or patrons;
- The Library is unable to continue to provide care and storage for the object in keeping with professionally accepted standards;

- The item is subject to current legal, informational, and ethical standards requiring its removal.

It is the responsibility of employees to assess the need for replacing materials that are damaged, destroyed, or lost. Not all discarded items are considered for replacement. Decisions are based on need, demand, space constraints, and budget.

Discarded items may be distributed to other libraries, given to the Foundation for the Geneva Public Library's fundraising events, donated, or recycled. Concerns about the discarding of Library materials should be addressed to the Executive Director.

7. Freedom to Read, See, and Hear

The Library believes that it is essential in a free society that all citizens have access to a variety of Library materials and that no restrictions are placed on what anyone may read, see, or hear in a public library's collections, including the digital collections.

The Library agrees with the principles articulated in the American Library Association's Freedom to View; Library Bill of Rights; Free Access to Library Materials for Minors; Freedom to Read; and Statement on Labeling.

Well-intentioned persons or groups occasionally question the appropriateness of specific items in library collections, or the effects some materials may have on impressionable persons. Suggestions are sometimes made regarding the restriction, removal, or labeling of certain library materials. The Library understands and appreciates these suggestions and concerns, but believes that the risk of not providing free access to information and ideas is greater than the risk of doing so. The Library, therefore, enunciates the following principles:

7.1 Controversial Materials

In an effort to provide patrons with diverse sources of information and the widest possible range of ideas and viewpoints, the Library acquires materials that may be controversial because of profanity, social, economic, or political ideas, religious viewpoints, author's reputation, the types of information provided, or other reasons known or unknown. Acquisition or use of any item does not imply Library approval or endorsement of its contents.

7.2 Ages

A patron's age will not be the sole determining factor in the collection development or location of Library materials. It is the responsibility of parents or guardians to monitor

their children's access to specific materials, if they choose to do so. This is not the responsibility of the Library.

7.3 Labeling
It is sometimes suggested that a label be affixed to library materials indicating a political or social point of view or indicating that such an item is questionable or controversial. Such labeling implies that people are incapable of forming their own opinions on controversial subjects. The Library does not subscribe to this practice.

7.4 Review of Library Selections
The Library is willing to review its selection of items in its collections on a case-by-case basis. Individuals who question the appropriateness of specific items may initiate a review by submitting their concerns to the Executive Director in writing using the *Patron's Request for Reconsideration of Material Form (Appendix A)*. This form may only be used once per item per individual.

The review process includes a full reading, listening, or viewing of the item by the Executive Director, selected professional librarians, and the individual requesting the review. The Executive Director will meet with the individual, and then report the findings to the Library Board of Trustees ("the Board"). No item is to be removed or restricted because of a complaint until after the Board has examined the individual's request and the findings of the Executive Director.

In order to have a request considered, the patron must:

- Be a resident within the Geneva Central School District.
- Be an active registered borrower of the Geneva Public Library.
- Complete the Patron's Request for Reconsideration of Material Form (Appendix A).
- Supply the patron's full name and address. Anonymous forms will not be considered.
- Have submitted no more than 3 requests in the last 12 months. (Each request will be limited to a single title)

Adopted by the Board of Trustees: December 20, 2007
Amended by the Board of Trustees: 5/3/2008, 8/26/2009, 9/28/2011, 3/27/2013, 3/30/2016, 3/29/2017, 3/28/2018, 5/30/2018, 3/27/2019, 11/18/2020, 11/17/2021, 11/30/2022, 10/25/2023, 10/30/24, 10/29/25, 10/28/26
Reviewed by the Policy Review Committee: 10/14/26

Appendix A

Patron's Request for Reconsideration of Material Form

The Geneva Public Library Board of Trustees has entrusted the responsibility of selecting and evaluating the Library collection to the professional librarians employed by the Geneva Public Library.

This procedure is to address patron concerns about a library item.

Please tell us about the library item you would like us to reconsider.

Author: _____

Title: _____

Publication Date: _____ Format (Book, DVD, CD, etc.): _____

1. How did you encounter this material?

2. What concerns you about this material? Please be as specific as possible.

3. Have you read, listened to, or viewed the material in its entirety?
(The review process must include a full reading, listening, or viewing of the item)

Yes No

If **No,** what parts have you examined?

4. Do you see any value in the material?

5. What action would you like the Library to take regarding this material?

Please note that anonymous complaints will not be considered.

Your Name: _____

Organization you represent (if applicable): _____

Your Library card number: _____

Address: _____

Email: _____

Signature: _____

Date: _____

Please submit your completed form in a sealed envelope addressed to:

Geneva Public Library
c/o Executive Director
244 Main St.
Geneva, NY 14456