

Lansing Community Library (LCL) Collection Development Policy

The purpose of the LCL Collection Development Policy is to provide staff, the community, and other interested parties with a clear view of our collection. This policy provides staff with a document to consult when deciding on materials and services to be included or excluded from the collection. It also provides a platform for challenges to material and a point of reference for handling a disputed item. The collection development policy will assist in ascertaining community needs and represents the goals for collection development.

The development of a library collection is often specific to the community the library resides in, as materials should reflect the needs, interests, and diversity of that community. With this in mind, it is important to understand the mission of LCL, developed in response to community needs, the size and scope of materials available to LCL patrons, and to understand the history and make-up of the Lansing community.

1. **Mission of the LCL** - The mission of the Lansing Community Library is to maintain and improve the quality of life for the citizens of the Lansing community by providing access to information, cultural resources and opportunities for personal enrichment. The Lansing Community Library will provide informational, educational and recreational reading for users for all ages. The Lansing Community Library will provide expertise and current technology for equal access to high quality library services, materials, personnel and facilities. The Lansing Community Library will always seek to have a dynamic dialogue with the residents of this area to ensure that it is addressing community needs.

2. **Size and scope of LCL resources** - The LCL is a public institution that is supported primarily through the taxes of the Lansing Central School District. The library has a board of trustees that is elected by the community. The LCL is physically small but serves a large number of patrons with various backgrounds and needs. The library holds over 20,000 items, including books, electronic media, magazines, DVDs, audio recordings, and video games (hereafter referred to collectively as “media),” as well as various passes to museums and state parks when available. LCL has public computer workstations, loaner laptops, and various other relevant technology available for patron use. Non-profit community groups and individuals are able to reserve the library meeting rooms for programs and meetings. LCL is centrally located at 27 Auburn Road across a parking lot from the Lansing Town Hall, community center, and the Lansing Historical Association.

In addition to on-site resources, patrons have access to the 32-member resources of the Finger Lakes Library System and the interlibrary loan system. Interlibrary loan is the process by which a library requests materials from or supplies materials to another library. Through interlibrary loan, patrons can access materials from other libraries in New York and from other national and international Online Computer Library Center (OCLC) participating libraries. The requested materials will be sent to the LCL where the patron may check the item out (or use it in the library, as stipulated by the owning library). The LCL affirms that interlibrary loan is an adjunct to, not a substitute for, the library's collection. The library will exhaust local resources first, including its own collection and those of libraries in the Finger Lakes Library System, before requesting items from libraries outside the system.

3. **The Lansing Community** - Lansing occupies nearly 70 square miles with a wide range of interests from several large shopping districts in the incorporated Village of Lansing in the south of the town

to many prosperous farms in the northern part of town. Many of its more than 11,000 residents work in industries in and outside of the town, and at educational institutions, including Cornell University, Ithaca College, and Tompkins Cortland Community College (TC3). Lansing has an independent Central School District (LCSD) consisting of K-12 grades and LCL both supports the schools and is a School District Public Library. Lansing has prospered with established firms such as Cargill, Inc., Baker's Acres (orchards, gardens, and greenhouses), and Kirksway Farms, Inc. (excavating, fencing, septic systems, contracting, landscaping). The town is increasing its business presence in Tompkins County, with food and housing businesses such as John Joseph Inn and Elizabeth Restaurant, The Grey Barn (unique housing rental and events), and software and technology firms such as Advanced Design Consulting USA, Inc. (scientific engineering, research and development, testing, electronics, custom fabrication and manufacturing) and Dagra Software. However, census data from 2000 and 2010 indicate the community is becoming increasingly diverse (e.g., slightly more than 84% of residents were white as counted by the 2000 U.S. Census, compared to 63.2% in 2010). In the 2010 U.S. Census, Asians totaled 10.2% and Blacks/African Americans accounted for 3.6%.¹ There also are inequality issues within the Lansing population (e.g., 6.2% live in poverty²; overall median income, 2010, \$54,721; estimated median value of a detached house, \$269,231 in 2011).³

4. **Changing the collection** - The ultimate responsibility for the LCL collection, including adult materials, young adult and children's materials, and audio/visual materials, is with the library director. The director may involve staff in collection development to the extent s/he sees fit. The library director will use circulation statistics, reference questions, interlibrary loan rates, reshelving statistics, patron requests, and patron surveys to assess the collection. Patrons may suggest additions to the collection to any staff member and these will be communicated to the library director, who will determine if the item should be added.

Additions are made to the collection to keep it current, provide access to new publications, and to maintain community relevance. In general, the collection is funded through the tax levy, but grants and donations also supplement the collection's growth. Grants may have specific restrictions but their application is at the discretion of the library director. LCL accepts gifts in good condition with the understanding that the library may use these gifts in any manner the library sees fit. Grant purchases and gifts will be subject to the same collection development criteria as all other materials. Any items the library deems unusable or unsuitable may be sold, given away, or disposed of without consultation to the donor.

Physical maintenance of the collection is ongoing to keep resources in good condition. All print and other media requiring repairs are sent to the book processing room for assessment. Any materials that cannot be repaired or that may be at the end of their useful life are evaluated by the library director and considered for replacement or disposal.

Culling of the collection also is done on an ongoing basis to keep the collection relevant, reliable,

¹ www.zip-codes.com/city/ny-lansing-2010-census. Comparison between the 2000 and 2010 Census racial data is complicated due to the 2010 collection of racial data that permitted respondents to indicate mixtures of racial backgrounds.

² The U.S. Department of Health & Human Services 2013 poverty guidelines for the 48 Contiguous states and The District of Columbia range from a maximum \$11,490 per annum for a two-person household to \$39,630 for an eight-person household. For each person over eight, \$4,020 is added. www.aspe.hhs.gov/poverty/13poverty.cfm.

³ www.newyork-demographics.com/lansing-demographics; www.city-data.com/city/Lansing-New-York, accessed February 19, 2014.

current, and appealing. In addition, LCL must consider space issues, circulation of material, and cost of keeping materials in the collection. The director and staff will follow the simple culling guidelines of W.O.R.S.T.: worn, out of date, rarely circulated, system selection (available from other libraries), and/or trivial to the LCL collection. Culled materials will be donated, sold, recycled, or (rarely) thrown away.

5. **Selection considerations** - Potential additions to the collection are reviewed for a wide array of characteristics, relating to their consistency with the overall collection, physical characteristics, quality, cost, and potential information and/or entertainment value. Examples of specific considerations include the following:

General appearance and quality

1. Purpose and use - includes entertainment, reference, updating of collection, and extending collection, particularly in new areas in which few such media are available
2. Content - accuracy, currency, validity, reliability, subject matter, sufficient variety of content to meet needs of diverse background and interests; suitable for intended audience; free of sexual, religious, ethnic, and other bias, or bias inappropriate to purpose; external critical appraisals and reviews
3. Format - good quality of paper and ink or other physical characteristics; durability appropriate to intended and anticipated use, illustrations (such as drawings, photographs, or reproductions) that are clear, legible, and well-placed to fit text or sight/sound, attractive cover, advertising appropriate and suitably placed. Print-dependent layout and size suitable for target audience
4. Further evaluation is dependent on intended purpose

Media used for entertainment

- a. In realistic stories – valid theme, true to life; if fantasy – engaging, challenging, creative
- b. Selections, condensations, or summaries should preserve the spirit and tone of original story
- c. If story is meant to be historical – must be accurate with logical conjecture consistent with facts
- d. Humor and jokes in good taste according to prevailing community standards
- e. If instructional, clear directions for things to make or do
- f. Advertising appropriate and suitably placed

Media used for research

- a. Accuracy and clarity of writing or speaking; based on logical, empirical inference
- b. Diagrams, maps, charts, illustrations – must be clear, accurate and as amplification of text or sight/sound

Fictional Story Elements

1. Plot
 - Does the item tell a good story, worth telling?
 - Does the plot have conflict, action, suspense, resolution?
 - Is it plausible and credible?
 - Is the plot constructed well (e.g., is the setting, place, and time appropriate)?
 - How might the content fit into the overall collection?
2. Theme
 - What is the theme?
 - Is it a natural part of the story?
3. Characters

- Are the characters convincing and credible?
 - Do readers/viewers see their strengths and weaknesses?
 - Is there any character development or growth?
 - Is dialogue natural and suited to the characters?
4. Style
- Is the style appropriate to the subject?
 - Is the story presented with clarity, simplicity, and appropriate complexity?
 - Is there richness and originality of expression?
 - Is the item well written/narrated, filmed, illustrated?
5. Other considerations
- How does this item compare with other items on the same subject?
 - How does it compare with other works by the same author/producer/director?
 - How does it compare with other items in the same series?
 - How does this item fit into the total collection of items?
 - Does it fulfill a special need?

Childrens' Media - To encourage early childhood literacy, childrens' items are evaluated for characteristics in addition to the items listed above.

- Literacy Usefulness to school curriculum, teachers
 - Do media encourage, stimulate and challenge the child 's creative thinking and expression?
 - Are media likely to motivate the child to further media use; encourage the many interests of browsers and leisure consumers?
 - Will media appeal to the reluctant media user?
- 1.
2. Content
- Subject matter – appropriate for age group and interest level?
 - Sufficient variety of content to meet needs of children of diverse backgrounds and interests?
 - Well balanced presentation of problems of the changing world?
 - Timeliness and suitability of material and activities for age level and experience?
 - Balance of coverage – discuss all sides of an issue, distinguish between opinion and fact, distinguish between evidence and conclusion?
 - Does it have a wide range of appeal or will only a few children be interested?
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3. Content Style
- Clarity of writing, presentation – avoid stereotypes and triteness?
 - Lively, appealing style suitable to the medium?
 - Free of objectionable features such as over-dramatization of violence, sex, and crime?
 - Free from biased observation on the dignity and status of any group, race, or religion?
 - Size of print and illustration – clear, suitable to age of readers, viewers?
4. Theme
- Is the theme worth imparting to young people?
 - Does it avoid blatant moralizing?
 - What developmental values are discussed and/or illustrated?

7. **Dispute of collection content** - Occasionally a patron or group of residents may have a complaint or

concern about the presence or absence of specific material in the library collection. The library and library director will consider every concern or complaint thoughtfully. The consideration process will strive to resolve the concern or complaint in an open, fair, and efficient manner.

Any patron or representative of a group of Lansing residents with a concern or complaint about library materials may fill out a Patron/Resident Representative Concern Form (see attached example), which can be picked up at the circulation desk and returned for consideration. The concern or complaint will be reviewed initially by the library director, who may contact the patron or resident representative to further discuss the complaint. The library director, after consulting the library board of trustees and other persons or relevant groups or organizations, will arrive at a documented decision to resolve the concern or complaint. When the concern or complaint is resolved the library director will contact the patron or residents' representative with notification of the decision and its rationale. A written document detailing the decision process, considerations, and conclusion will be available to any patron or resident at the circulation desk and kept on file for three years.

Updated and approved 6/26/2019.

Patron/ Resident Representative Concern or Complaint Form
Collection Development, Lansing Community Library

Name:

Address:

Phone Number:

Best time we can reach you:

Date:

Nature of complaint:

For Staff Use Only:

Process, Outcome, and Rationale for Resolution of Concern/Complaint:

Date Patron/Resident Representative Contacted, Response/Reaction:

Name and Signature of Library Director: