



Lansing Community Library (LCL) Collection Development Policy

Purpose

The purpose of the LCL Collection Development Policy is to provide staff, the community, and other interested parties with a clear view of how our collection is developed and maintained. 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 specific materials or topics 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 mission of the library drives the collection policy.

Mission:

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

The library supports the American Library Association Freedom To Read Statement. Link here: <https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

The library supports the American Library Association - Library Bill of Rights (minor adaptation by LCL Board 5/25/22) [see Appendix A](#)

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2. **Dialogue** - 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. Some examples of the ways the library connects information is by monitoring holds list, surveying patrons, taking patron requests, working with local schools, and obtaining input from system requests..

3. **Size and scope of LCL resources** - The LCL is a public institution that is supported primarily through the library tax levy collected from residents living within 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 the greater Lansing community with various backgrounds and needs.

The library holds items including books, digital and print media, newspapers, and magazines, as well as various passes to museums and state parks.

LCL has various 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 libraries 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.

4. **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 farms in the northern part of town. Many of its 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.
5. **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 the director 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 donated materials in good condition with the understanding that the library may use these materials in any manner the library sees fit. Grant purchases and donated materials 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 with 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, 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

- Purpose and use - includes entertainment, reference, collection updates and extensions,, particularly in new areas with limited media available
- 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
- 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.
- Further evaluation is dependent on intended purpose

Media used for entertainment

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

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

Fictional Story Elements

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?

Theme

- What is the theme?
- Is it a natural part of the story?

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?

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?

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
- Does the 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 the media appeal to the reluctant media user?

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?

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 the age of readers, viewers?

Theme

- Is the theme worth imparting to young people?
- Does it avoid blatant moralizing?
- What developmental values are discussed and/or illustrated?

6. **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, will arrive at a documented decision to resolve the concern or complaint. Prior to that decision, the director may choose to consult the library board of trustees or other relevant groups or individuals. 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.

Appendix A

Lansing Community Library Library Bill of Rights

Purpose: The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, age, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should work with the community to advance free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. [See Lansing

Community Library Meeting Room Use Policy.]

7. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adapted from... Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019. Inclusion of "age" reaffirmed January 23, 1996.

Revision History

| CHANGES | APPROVED BY | DATE |
|--------------------------------|------------------|------------|
| Approved | BOT | 6/26/2019 |
| Revised | Policy Committee | 3/9/2022 |
| Approved | BOT | 3/23/2022 |
| Addition of LCL Bill of Rights | Policy Committee | 05/11/2022 |
| Approved | BOT | 05/25/2022 |
| Revised | Policy Committee | 03/19/2025 |
| Approved | BOT | 03/26/2025 |

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

Name:

Address:

Phone Number:

Email address:

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: