

MATERIALS SELECTION/COLLECTION DEVELOPMENT POLICY

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Policy Statement

The library selects, acquires, and provides free and open access to appropriate materials regardless of format. As technology advances and the community changes and develops, the Cattaraugus Free Library will be both a physical resource and a “virtual” presence in the lives of each and every one in our community. The library strives to meet the current requirements of the community and to anticipate future needs.

This policy states the guidelines and principles for the process of selecting, maintaining and weeding materials to build and enrich the library collection.

The library has adopted the American Library Associations Library Bill of Rights, the Freedom to Read Statement and the Freedom to View Statement and interpretations. (See Library Bill of Rights Policy)

Goals

The library’s primary responsibility is to assist patrons in their pursuit of information, education, and entertainment, and to inspire and stimulate children’s interest in and appreciation of learning and reading. It selects materials in a variety of formats to satisfy the expressed and anticipated interests, tastes, needs, and reading abilities of the diverse community it serves.

Objectives

Collection development refers to the process of building and maintaining the library’s collections.

The purpose of the Cattaraugus Free Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

There are several factors that have a direct impact on the selection of materials: budgetary and space restrictions as well as the current content of the library’s collection. The library must have a selection policy with which to meet community interests and needs.

The Materials Selection/Collection Development Policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The Library Bill of Rights and The Freedom to Read and View Statements have been endorsed by the Cattaraugus Free Library Board of Trustees and are integral parts of the policy

Definitions

Selection – refers to the decision that is made either to add a specific item or types of material to the collection or to retain material already in the collection. It is a means of collection development to meet user needs and does not reflect the opinions or values of the individual selectors.

The words “book,” “library materials” and other synonyms as they may appear in this policy have the widest possible meaning; all forms of recorded communication, from the traditional printed forms to the latest development in non-print media, are therefore included in this definition.

Collection – refers to a group of books or other library material having a common characteristic or located in one place.

Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the Library Director who operates within the framework of the policies determined by the Cattaraugus Free Library Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

Principles of Selection

The library recognizes that its patrons have diverse interests, backgrounds, cultural heritages, social values, political views, and needs. All patrons are free to reject for themselves any materials which do not meet their approval. This freedom does not include the right to restrict the freedom of others to read and inquire.

The library does not exclude or remove materials from its collection on the basis of the author’s race, national origin, religious beliefs, sexual orientation, gender, gender identity, political view or social values.

As long as materials meet our accepted standards of selection and are deemed to contribute to the goals of the library’s collection development, the library does not exclude materials that present extreme points of view; that offer a one-sided representation of opinions, ideas, or events; or that may offend some patrons because of frankness of vocabulary or description,

The library excludes materials that present derogatory stereotypes as valid representations. However, it may include materials that authentically portray a period or way of life

characterized by stereotypical thinking and materials that present the prejudices of real or fictional characters. Materials recognized as classics are considered acceptable even if they contain passages that are widely viewed as objectionable by current standards.

The library does not select, retain, or remove materials on the basis of anticipated approval or disapproval of any group of patrons, but solely on the basis of the standards stated in this policy. Library materials will not be marked or identified to show approval or disapproval of their contents. All patrons will have free access to all materials, and no materials will be sequestered (except items that need protection because of rarity, cost, susceptibility to loss, fragility, or unsuitability of format for heavy use).

The library does not restrict the selection of materials because of the possibility that some minors may obtain materials that their parents or guardians consider inappropriate nor does it deny minors access to any materials in the collection. The library does not stand in loco parentis; if parents or guardians do not want their children to have access to certain library materials or services, it is their responsibility to advise their children. The library has a professional obligation to provide equal access to all library resources for all library users.

The library has adopted and declared that it will adhere to and support the American Library Association's Library Bill of Rights, Free Access to Libraries for minors, and the Freedom to Read and View Statement. The content of these documents is understood to be part of this policy.

Criteria for Selection

To build a collection, materials must be measured by objective guidelines. All acquisitions, whether purchased or donated, are considered in terms of standards listed below. An item need not meet all of the criteria in order to be acceptable. Professional judgment will be exercised, and every effort will be made to present a balance of multiple viewpoints on controversial topics.

1. Individual merit of each item
2. Popular appeal/demand
3. Relation to the existing collection and other materials on the subject.
4. Quality and reputation of publishing organization, author, or producer. No item will be excluded because of the race, religion, nationality, gender, sexual orientation, political or doctrinal beliefs or personal history of an author.
5. To assist patrons, individually, and the community, collectively, to achieve their/its potential
6. Attention given by critics, reviewers, media and the public.
7. Suitability of the subject and style for the intended audience.
8. Materials are selected for their positive values and not necessarily excluded because of coarse language or frankness.

9. Cost and Availability

10. Organization and ease of use; clarity, Accuracy, and logic of presentation

11. Patron requests will be considered on an individual basis

Reviews are a major source of information about new materials. The primary source(s) of reviews is (are) professional publications, media, public recommendations, circulation statistics, and subject knowledge and expertise of Library staff.

The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

Requests for the Acquisition of Items

Patrons may request that the library acquire specific items. The library will consider the request in terms of whether the items conform to the goals, principles, and standards outlined in this policy; the availability and cost of the items; and the likelihood of general interest in them.

Materials for Temporary Use or Display

The library sometimes accepts collections, works of art, exhibits, and other items for temporary use or display. The library accepts material offered for loan based on the goals, principles, and standards it applies to its permanent collection and its judgment that the material is of current or general interest to its patrons.

The library will make reasonable efforts to preserve and protect borrowed materials, but all items are placed in the library at the lender's own risk. The library assumes no liability for the loss, damage, or theft of any item on loan. The lender may be asked to sign a loan release before the library will accept any item for use of display,

Internet Resources

The library offers unrestricted access to the Internet. In addition, the library provides links to selected Internet resources and purchases rights to them such as Ancestry, NY Heritage, Tech-Talk, NovelNY, NY Historic Newspapers, NY Times, Digital Public Library of America, Libby Kanopy films that matter, Comics Plus Teen Library, Comics Plus Children's Library, NYS History and Value Line.

The library is not responsible for materials found on the internet or world wide web. The library does not exist to limit access to information. Adults and children both have the right to use the

computers in our library. We recommend that all children are supervised by a parent or guardian when using the computers.

The library affirms the rights of children to enjoy all the benefits of intellectual freedom that adults enjoy, including freedom of access to information and confidentiality.

Inter-library Loan

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, inter-library loan through the Chautauqua Cattaraugus Library system with its 38 libraries is used to obtain from other libraries those materials that are beyond the scope of the library's collection.

In return for utilizing inter-library loan to satisfy the needs of our patrons, the Cattaraugus Free Library agrees to lend its materials to other libraries through the same inter-library loan network, and to make an effort to have its current holdings listed in a way that is accessible by other libraries throughout the state.

Patrons must have a valid library card in good standing with accurate contact details to request an inter library loan. The card used to make the request must be used at the time of checking out the inter library loan.

Holdings will be placed upon request. The borrower will be notified when the requested material is available for check out.

Items placed on hold will be held for (1) one week after borrower has been notified and then returned to circulation if they have not been picked up.

Items required in a specific order should be requested individually, as their arrival in order cannot be guaranteed.

Most inter library loans come within one week, but it can take up to (6) weeks or longer for an inter library loan request to be fulfilled.

Library users are responsible for all items checked out in their name and parents are responsible for all items checked out by their children. Materials must be returned in the same condition as it was when checked out or the library has the right to charge for lost or damaged materials.

Inter-library loan outside of the Chautauqua Cattaraugus System

We can request items from libraries outside our system, if our catalog doesn't have the item, you are looking for.

To request books and journal articles from outside of the Chautauqua Cattaraugus Library system please be sure to search the system catalog first to confirm that we do not own the item at one of our 38-member library building locations.

We can only inter-library loan books and journal articles from outside of our system, no other format such as DVDs and audio books are allowed.

Books must have been published for over nine (9) months to request them.

Try placing a hold on new titles with your library as this title may be on order. If your library does not purchase this title, please submit this request again after it has been nine (9) months from the publication date. Libraries across the country will not loan titles that are six (6) months to one (1) year from the publication date.

Here is how the inter-library loan process for out of systems works:

1. Choose the items you would like – we need both the title and the author
2. fill out the online form located at: cclsny.org/interlibrary-loan or have one of our library staff complete the form for you.
3. We request the materials from the holding institution.
4. The request is processed and then transferred to your local library.
5. We notify you when your items are ready to be picked up.
6. You pick up the items you ordered and return the items when they are due back and we ship them back.

There is a \$4.00 per item fee due at the time you order any item from outside our library system. This fee is for the cost of shipping the item to us.

Gifts and Donations

The library welcomes donations of needed material or funds for the purchases of such material. The library reserves the right to evaluate and dispose of donations in accordance with the criteria applied to purchased material. The library discourages the attachment of conditions to donations, and no conditions may be imposed relating to any donation after its acceptance by the library. Donations which do not meet the library's objectives and policies will be declined. Materials donated by the public are added to the library collection if suitable and in excellent condition. Donated items not needed for the library collection are used in the library book sale.

The Cattaraugus Free Library encourages and appreciates gifts and donations.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

All gifts received become the property of the Cattaraugus Free Library. No materials received as gifts are returned to donors. If the donors of gifts of exceptional value so desire, they may be identified on mounted bookplates.

No special collections will be established except in accordance with the established collection development policy.

The library will not add instructor edition textbooks to our collection.

Memorials and in Honor Gifts

Monetary or physical gifts can be donated to the library in memory of a deceased person, in honor of a person or organization, or in recognition of a person or organization. Memorial and In Honor gifts have a commemorative plate in front of the book. Memorial and In Honor gifts are shelved with the general collection in the location appropriate to the material.

The Director or a select employee of the library selects material for Memorial and In Honor gifts using the same selection criteria used for all purchases and gifts. Donors may suggest specific titles or donate materials in pristine condition for Memorial and In Honor gifts. Requested titles and/or donated material must meet the same criteria for all Library selections and must be approved by the Director before the material is purchased and/or processed.

Unsolicited Author Submission

Authors may submit physical copies of materials to be considered for inclusion in the library's collection. The library uses the same selection criteria for independently published and unsolicited material that is used for any materials purchase or gift, including but not limited to:

1. positive reviews in professional review sources
2. physical suitability and format for library use
3. quality content and presentation
4. relevance to the needs and wants of the community

The library does not consider materials submitted in electronic format or formats not currently circulated.

Materials may be submitted in person or by mail. Unsolicited items are not returned. Materials not added to our collection are put in our book sales. Materials selected for inclusion are added to the library's catalog.

Weeding

Library materials are continuously assessed for their condition, accuracy, currency and performance within the context of the total Library collection, as well as for their continuing relevance to library users. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

Criteria for Weeding

1. Physical condition of the material is such that it cannot be utilized, and repair would be impractical
2. The material has been infrequently used for an extended period of time
3. The age of the material is such that it is not useful for either current or historical purposes, or it is no longer within the scope of the current collection development policy.
4. Space constraints
5. Books no longer of interest or in demand
6. Duplicate copies of the title exist
7. Items that have been superseded by newer or more accurate resources

The library will retain materials, however, which may not circulate frequently but are considered part of a core collection.

Materials withdrawn from the collection may be given to other libraries, sold for the benefit of the library, discarded or offered for sale.

The responsibility for the reading or use of library materials by children rests with their parents and legal guardians. Selection of library materials will not be inhibited by the possibility that books may inadvertently come into the possession of children.

Censorship

The Cattaraugus Free Library (The Library) has adopted the Library Bill of Rights, The Freedom to Read, and the Freedom to View Statements as approved by the American Library Association. The library recognizes that many materials are controversial and that any given may offend some patrons. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the works in relation to the building of the collection and to serving the diverse interest of the users.

The library recognizes that censorship is a purely individual matter and declares that while anyone is free to reject for him/herself any library material which he/she does not approve of, he/she cannot exercise this individual right of censorship to restrict from others the freedom to read or view.

The responsibility for the reading or use of library materials by children rests with their parents and legal guardians. Selection of library materials will not be inhibited by the possibility that books may inadvertently come into the possession of children.

Potential Problems of Challenges

The Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the merits of the works in relation to building a collection and serving the diverse interests of the Cattaraugus Free Library.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children

Library materials will not be marked or identified to imply or show approval or disapproval of the contents. All materials are kept on open shelves.

The choice of library materials is an individual matter. While a person may reject materials for oneself, he or she may not restrict access to those materials by others.

Challenged Materials

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. It is inevitable that a library serving a diverse people will be able to please all the people all the time. Selection of materials will be made on the principle that most of the people will be well served most of the time if the library is able to provide diverse ideas and viewpoints, in both fiction and non-fiction. The library will not knowingly violate this principle by taking the side of one group or another and permitting this to affect its selection and weeding decisions. The Library also encourages parents to take an active role in helping their children make their reading, viewing, and listening choices.

Should any patron of the Cattaraugus Free Library (The Library) raise a question about any materials provided by the library being in any way objectionable,

- The complainant must file a written complaint with the Library Director, by filling out the Reconsideration Form completely leaving nothing blank.
- The complainant must reside in the Cattaraugus Little Valley School District.

The complainant must be properly identified before the request is considered.

No action will be taken before the complaint is brought before the Board of Trustees.

The materials will not be removed, withdrawn, or undergo a change in location or status until the entire review process is complete.

The library will not consider the removal of an item on grounds of obscenity or for any other reason covered by law unless a court of competent jurisdiction has ruled against it.

The written complaint will be presented to the Board of Trustees. The Board will consider the challenge at the meeting of the board following the receipt of the form. The Board shall review the challenged material, consider the specific objections to the material voiced by the complainant, weigh the values and faults of the material as a whole.

The Board will, where appropriate, solicit advice or opinion from other library Directors, the Library Systems, the American Library Association office for Intellectual Freedom and the New York State Intellectual Freedom Committee.

The Board shall prepare a written response that includes an explanation for the decision to retain, withdraw, or relocate the material in question, within ninety days to the Director containing its recommendations concerning any complaint.

The Director shall review the report of the Board and notify the complainant.

Materials that has undergone a review may not be re-challenged for one calendar year from the date of the Board decision.

Loan and Renewal Policy

To make materials available to all customers on an equal basis, the Cattaraugus Free Library sets limits on loan periods and on the number of renewals allowed. Some library materials may have shorter loan periods or fewer numbers of renewals due to high demand, limited collection size, material type or lending source.

Regulations:

1. The loan or renewal of library materials owned by the Cattaraugus Free Library may be done in person, by telephone or online. See also Inter library Loan for limits and regulations on items not owned by the Cattaraugus Free Library
2. Holders of new library cards will be restricted to checking out three (3) items on their first visit. The three (3) item limit will be lifted once those items are returned.
3. Extended loan periods may be available upon request at the time of checkout.

4. We do not charge fines on any materials; however lost or damaged materials will be charged at replacement cost at the library's discretion.
 5. Customers with accounts with a balance of \$10.00 or more may not check out or renew materials.
 6. In compliance with the Library Privacy Act only authorized users, parents or legal guardians will be provided detailed information on any library account.
 7. The library reserves the right to make some materials ineligible for circulation and only available for in-library use.
 8. Renewals may be done in person, by email or by telephone during library hours.
- Adults may check out a maximum of (5) DVDs at a time for a period of (1) week and may renew twice for an additional (1) week each time. Patrons under the age of 18 may not check out DVDs.
 - Books and Audio books may be checked out for a period of (2) weeks and may be renewed (2) times for an additional (2) weeks each time.
 - Magazines may be checked out for a (1) week period and can be renewed for (1) week.
 - New Books are limited to (5) at a time, with (2) renewals, older books are not limited
 - If a hold exists for a book, DVD or magazine, then there are no renewals.

Special Collections Serving Community Needs

The collection of the library will serve all ages and groups, from preschool through senior citizens, from the recreational reader to the serious student and layperson. An effort will be made to serve each group with materials appropriate to that clientele.

Children's Materials

The children's collection provides materials that serve children's educational, informational, recreational, and cultural needs from infancy through eleven years old, and for all levels of ability. The materials are selected with consideration of the stages of emotional and intellectual development of children, and with particular appeal to children in format and presentation.

Selection of children's materials is made by the Director following the same general materials selection criteria as all other material purchases and guided by professional review sources. In addition to print books both fiction and nonfiction, children's materials include graphic novels, e Books and DVDs.

Teen Materials

The library's teen collection is intended for young people ages 12-17. Its focus is on the recreational preferences and informational interests appropriate to teens. Teen materials are

selected by the Director and follow the same general materials selection criteria as all other materials.

In addition to meeting selection criteria, teen material is current and attractive to teen readers, and includes fiction and non-fiction that:

1. Has believable characters, dialogue, and plot
2. Is in demand and of high interest
3. Helps young adults understand themselves and others
4. Broadens the reader's viewpoint of the world
5. Expands reading ability and enjoyment
6. Has a format appealing to teens

In addition to print books, teen materials include graphic novels, e-Books and DVDs, all selected following the material selection criteria and with particular appeal to teens.

Print Periodicals

Magazines and newspapers are purchased or accepted as gifts for one or more of the following reasons:

1. To keep the library's collections up to date with current information regarding various subjects.
2. To provide material not available in books and other media.
3. General reading

Electronic Books (e Books)

The library provides access to e Books through the Library's Libby program plus those freely accessible via the Internet. E books may be borrowed from the library just like paper books for a period of two (2) weeks. There is no charge to borrow an e Book, but you must have a library card to borrow an e Book.

Audio-books

The audio-book collection mirrors the print collection in authors and titles chosen. In certain areas where print versions of a title are not available (such as radio programs, lectures, and motivational speakers) the criteria for selecting other media and print material apply. In most cases, the library buys only unabridged audio-books.

Videos

A diverse collection of videos on DVD is maintained for home use by individual patrons. It consists of informational, instructional, recreational, and cultural materials for a variety of ages and preferences.

Because of the copyright restrictions on audience size mandated by most distributors of home video, most materials are purchased for the individual viewer.

Because film is a highly collaborative art form, a motion picture which achieves high quality in one aspect (cinematography or acting, for example) may fail to do so in others. Such films may be added to the collection if their strengths outweigh their weaknesses.

Serious works which present an honest aspect of life are not excluded for frankness of expression.

Adult Materials

The adult fiction collection comes in regular print and in large print (for the visually impaired) it includes contemporary materials, which fill current demand for popular genres. This collection will supplement modern fiction and a core collection of proven classics. Among the genres represented will be mysteries, westerns, romance, historical fiction, science fiction, adventure and espionage.

The adult non-fiction collection will include subjects of contemporary general interest on national, and local levels reflecting changing currents of thought and opinion. All subject areas in which there is felt to be an interest will be considered when purchasing materials.

The library will acquire materials on local history both past and present, as they are available and needed.

Materials written by local authors, whether donated or suggested for purchase, will be acquired as need is made apparent and will be subject to the same evaluation as any other materials.

Registration

All borrowers must be registered and must have a valid local or system patron card to borrow library materials.

Identification is required. A driver's license or student ID is preferred, however any other official ID or recent non personal piece of mail may be acceptable.

Borrowers must reside within our service area

Patrons must fill out an application form to register for a new library card. The following statement will be printed on the registration form for the patron's information and acceptance:

I agree to be responsible for all items borrowed with the library card issued in the above name, including items borrowed with it by others with or without my consent unless I have previously reported the loss of my card. I promise to comply with all library rules and policies both present and future, and to give prompt notice of change of address or loss of library card.

Signature _____

Applicants under 13 years of age must have a parent or guardian give their consent on the application form before a new card can be issued. This parental signature is not required for children who are renewing cards.

Materials cannot be checked out until a library card is issued.

All library cards expire after one (1) year. In order to renew a library card, patrons must clear all outstanding fines and bills.

Lost or forgotten cards

If a patron loses his/her library card, he/she should notify the library as soon as possible and request a replacement.

All patrons, adult and juvenile, are expected to bring their library cards with them if they intend to check out items. An individual who repeatedly ignores this exception may be denied the privilege of checking out materials until they present their card at the library.

Loan Periods

1. 2 weeks for books and audio books
2. 1 week for DVDs and magazines
3. Reference books do not circulate. They may be used during library hours in the library
4. Books and DVDs may be renewed twice if there is not a waiting list for the title
5. Magazines may be renewed once

The director may establish the loan period for special collections, materials which are temporarily in great demand, such as for student projects, book clubs, or materials added to the collection which are in a new format.

phone or email when the materials are available. There is no charge to the patron for placing a reserve or for inter library loan services among the member libraries. Materials borrowed outside of the member libraries may charge a fee.

Fines and charges

There are no fines for overdue materials. A first notice is sent after the material is due. If the material is not returned within 1 months' time of the notice, a bill will be sent for the material with the cost of replacement of the material and a service charge for processing, cataloging and postage. Patrons who have been sent an overdue notice shall be denied borrowing privileges until those overdue materials are returned or paid for if lost and /or damaged.

Damaged materials

If materials are damaged so as to be judged by the library as being unsuitable for the collection, the patron must pay the replacement cost. A notice of these charges will be sent to the borrower; a sample of the notice follows:

Dear _____ At the time a library patron borrows materials from the Cattaraugus Free Library collection, the patron assumes the responsibility for the care and timely return of the materials. Recently materials checked out on your library card were returned to the library damaged beyond the point of being usable in the library's collection. The titles and costs of these materials are listed below:

_____ \$ _____

Your assistance in clearing this matter promptly will be appreciated and will be necessary in order to retain your borrowing privileges.

Sincerely,

(The board and director need to determine whether patrons who damage and pay for materials owned by the library will be allowed to have those materials once payment has been received. It is a question that will be raised by patrons and it is best to have decided in advance what our practice will be.)

Confidentiality

In keeping with the Consolidated Laws of New York State (Civil Practice Laws and Rules, Section 4509) and the core values of librarianship, Cattaraugus Free Library will hold all library records and inquiries confidential.

For people to make full and effective use of library resources, they must feel unconstrained by the possibility that others may become aware of the books they read, the materials they use or the questions they ask. Therefore, the Trustees of the Cattaraugus Free Library have adopted the following guidelines concerning disclosure.

No information regarding or including:

1. A patron's name (or whether an individual is a registered borrower or has been),
2. A patron's address,
3. A patron's phone number,
4. A patron's borrowing records,
5. A patron's computer database searches,
6. The number or character of questions asked by a patron,
7. The frequency of content of a patron's lawful visits to the library,

Or any other information supplied to the library or gathered by it shall not be given, made available or disclosed to any individual, corporation, institution, government agency or other agency without a valid process order or subpoena. Upon presentation of such, the library shall resist its enforcement until such a time as proper showing of good cause had been made in a court of competent jurisdiction. If the process or subpoena is not in proper form or good cause has not been shown, insistence shall be made that such defects be cured before any records are released.

[4509 Library records. Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, inter-library loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio – visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.]

Holds Policy

In order to provide access to library materials at all locations, customers may place a hold on materials that are not immediately available for use but are owned by the Cattaraugus Free Library.

Holds Regulations:

1. Residents of the Cattaraugus Little Valley School System with a valid library card may reserve most library materials.
2. Customers with an account balance of \$10.00 or more may not reserve materials.
3. Holds may be placed in person, by telephone or online.
4. The library will only notify customers of available holds once. Relay of the message to the appropriate person in the household is the responsibility of the customer.
5. Customers will be notified by the preferred method selected in their account.
6. Holds will be held for 1 week after notification.
7. If not claimed the item will be held for the next person on the waiting list or will become part of the circulation collection.
8. Customers listed as authorized users, parents or legal guardians may pick up or cancel held material for another customer.
9. In compliance with state law only authorized users, parents or legal guardians will be provided detailed information on any library account.

Lost or Damaged/Missing Pieces Policy

Library customers are responsible for all materials checked out on their library card. Replacement costs and processing fees are the responsibility of any customer who loses or damages library materials. In the case of children under the age of 18, it is the responsibility of the parent or guardian who signed the minor's library card application to pay for lost or damaged items.

Lost or Damaged Regulations:

1. The library will notify the customer of the replacement cost for a damaged or lost item based upon publication date. (A) full replacement cost of the item for materials published in the last 5 years. (B) Half the replacement cost for materials published more than 5 years ago. © Full replacement costs for DVDs.
2. A nonrefundable \$5.00 processing fee will be charged for replaced items.
3. When a damaged or lost item has been paid for, that item will be removed from the customer's record.
4. After one month, the library will not issue refunds for lost items that are subsequently found.

Library Card Policy

1. Library cards are issued in order to identify eligible users
2. A Cattaraugus Free Library Card allows access to all library services and can be used at all 38 member libraries in the Cattaraugus Chautauqua Library System.
3. Library cards are available to any individual who lives or owns property in the Cattaraugus

Little Valley School District.

4. An individual may only have one card.
5. An application process must be completed for each card.
6. Minor resident applicants need a parent or guardian's co-signature. Co-signers must be eligible to borrow materials and present proper ID.
8. Holders of new library cards will be restricted to checking out three (3) items on their first visit. The three (3) item limit will be lifted once those items are returned.
9. Library cards must be renewed on an annual basis. Cardholders must provide the same type of documentation used to apply for a new card. Minors must renew their cards upon turning 18 years of age to assume legal responsibility for items checked out.
10. The card owner is responsible for all materials borrowed on the card and agrees to abide by library lending rules and all policies and regulations.
11. If the card owner claims to have returned materials, the library will search for the missing items for one (1) month. Items not found or located within one (1) month will be billed to the card holder's account.
12. There is no charge to replace a lost card. However lost cards should be reported immediately. The library is not responsible for any debit amounts on lost cards.

Fines and Fees Policy

The Cattaraugus Free Library exists to serve the community and is based on the concept of sharing resources. When one person violates that principle by retaining materials beyond the established limits, that person takes unfair advantage of the community as a whole.

The Cattaraugus Free Library does not charge late fees on its own materials. However, some libraries do charge late fees and you may accumulate late fees on inter library loan materials.

Any customer with an account balance of \$5.00 or more shall forfeit borrowing, renewing, and meeting room privileges until materials are returned and fines are paid. Once payment for library fees has been accepted monetary refunds will not be issued.

Collection Development Policy Evaluation

The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises to ensure that it meets community needs. All policies are reviewed every five (5) years as part of the regular library program review process by the Cattaraugus Free Library. This policy may be changed by the Board of Trustees at any time.

Adopted on September 25, 2024