Collection Management Policy

The Board of Trustees adopts the following as its policy regarding the collection management of books and other materials:

MISSION & OBJECTIVES
The mission of the Levittown Public Library is to create a compelling learning environment by providing extensive instructional, cultural, recreational and educational resources of people of all ages. The Library actively provides access to timely, accurate, and useful information, in various formats, for community residents of all ages in a safe and welcoming environment. In bringing our collection and people together, the library promotes the value of informational and recreational reading for all. It serves as a resource for the continuing education of all members of our community.

RESPONSIBILITY FOR SELECTION
It is the responsibility of the Library to satisfy the diverse needs and interests of our community within the limitations of space and budget. The Library recognizes its obligation to provide materials, as far as possible, which reflects all points of view. The Library Director is responsible for the selection of materials and development of the collection in accordance with the policies established by the Board of Trustees. The Director may assign such duties of selection and weeding of the collection to professional staff who are qualified by education, training, and experience to select and deselect library materials in all formats.

SUPPORT FOR INTELLECTUAL FREEDOM
In its selection of books and other materials, the Levittown Public Library subscribes fully to the principles adopted by the American Library Association in the Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement. The Levittown Public Library, therefore, incorporates these three documents as part of its book selection policy. Selection criteria will take into account the various interests and needs of the community. The collection will contain a wide variety of material formats, including print, audio-visual, and electronic. In selecting materials and developing collections for adults, as well as for children and teens, library staff includes materials that represent the broad range of human experience, reflecting the ethnic, religious, racial, and socio-economic diversity of not only the community and region we serve but also the larger global perspective. The collection will provide a broad range of opinion on current issues.

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SELECTION CRITERIA AND ACQUISITIONS PROCEDURES

Collections in the library may contain popular works, classic works that have withstood the test of time, and other materials of general interest. Works are not excluded or included in the collection based solely on subject matter or on political, religious, or ideological grounds. In building collections, library staff is guided by the principle of selection, rather than censorship. Furthermore, the selection of a given item for a library's collections should not be interpreted as an endorsement of a particular viewpoint.

To build a collection of merit, materials are evaluated according to one or more of the following standards. An item need not meet all of these criteria in order to be acceptable:

- Present and potential relevance to community needs
- Suitability of physical form for library use
- Suitability of subject and style for intended audience
- Cost
- Importance as a document of the times
- Relation to the existing collection and to other materials on the subject
- Attention by critics and reviewers
- Potential user appeal
- Requests by Levittown residents

In addition to general criteria listed above, the staff will consider content criteria such as:

- Authority
- Comprehensiveness and depth of treatment
- Skill and competence of the author
- Reputation and significance of the author
- Objectivity
- Consideration of the work as a whole
- Clarity
- Currency
- Technical quality
- Representation of diverse points of view
- Representation of important movements, genres, or trends
- Vitality and originality

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- Artistic presentation and/or experimentation
- Sustained interest
- Relevance and use of the information
- Effective characterization
- Authenticity of history or social setting

Special considerations for Electronic Information Sources or other non-traditional formats of materials for the collection may include:

- Ease of use of the product
- Availability of the information to multiple simultaneous users
- Equipment needed to provide access to the information
- Technical support and training
- Availability of the physical space needed to house and store the information or equipment
- Available in full text
- Demand for the format in community
- Durability of format for library use

In addition, positive reviews in professional journals will influence selection, however, alternate review sources may be considered when considering independently published items.

Librarians will evaluate materials for the influence of Artificial Intelligence and use tools developed to detect those items that have not been authenticated and researched, and have been produced by AI. The Library will avoid investing in such material in favor of authenticated information and literature.

SELECTION OF CONTROVERSIAL MATERIAL

A balanced collection attempts to represent all sides of controversial issues as far as availability of materials, space, and budget allow. Selection is based upon criteria stated in this policy. The race, religion, nationality, or political views of an author or creator; offensive language; depictions or descriptions of violence or sexually explicit activity; controversial content of an item; or endorsement or disapproval by an individual or group in the community does not cause an item automatically to be included or excluded from the library's collection. All public libraries contain materials that some

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patrons may find objectionable. Libraries may omit from the collection materials that some patrons feel are important. In either case, the Library has procedures that Levittown residents may use in requesting the reconsideration of materials.

GIFTS AND DONATIONS

The Library reserves the right to keep, discard, sell, or make other appropriate disposal of any books or materials that are donated as determined by its mission and needs. Donations are accepted according to procedures outlined on the library website. Disposal of materials is at the discretion of the Library. The Library may in its discretion refuse to accept any such donations.

COLLECTION MAINTENANCE AND WEEDING

Weeding of materials from a library collection is a vital part of collection development. The Levittown Public Library follows the general professional guidelines for weeding items from the collection, while prioritizing the needs of the Levittown community. The Library also looks to the American Library Association's Collection Maintenance and Weeding guidelines.

The Library continually withdraws items from the collection, basing its decisions on a number of factors, including condition, publishing date, frequency of circulation, relevance, accuracy, community interest, local history, and availability of newer or more valid materials. Withdrawn items might be used for various programs or other purposes designated by the Library. The goal of all such activities is for the benefit of the Library and the community. Disposal of materials is at the discretion of the Library.

LEVITTOWN HISTORY COLLECTION

Purpose

The Levittown History Collection is a special part of the Levittown Public Library collection with the purpose of preserving the community history and heritage of Levittown, providing access to primary resources for study and research, and promoting a compelling learning environment. The scope of the collection, method of acquisition, criteria of access and use, and the deaccession of materials may differ slightly from the regular collection because of its archival nature.

Scope

The Levittown History Collection collects, organizes, preserves, and provides access to resources documenting the history, development, commerce, education, recreation, and significant individuals of Levittown, as well as the history of its civic, religious, cultural, and social organizations. Also collected are materials documenting the construction of Levitt homes and the history of Levitt & Sons, their other developments, and their achievements in architecture and civil engineering. The collection supports historical research, family history, exhibitions, community outreach, and publications, among other activities. The Collection houses materials in a variety of formats, including but not limited to books, photographs, microfilm, pamphlets, posters, scrapbooks, correspondence, periodicals, and maps.

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Acquisitions and Accessions

I. Methods of Acquisitions

The History Collection maintains an ongoing interest and obligation to seek and acquire by gift, bequest, purchase, or transfer archival materials and objects that support and advance its mission.

II. Authority

Library staff are responsible for seeking materials and reviewing gifts and bequests to determine eligibility for accession using the criteria established in this document. Library staff will accept gifts or bequests which meet the criteria and which are accompanied by a Deed of Gift that legally transfers ownership of the materials to the Levittown Public Library. The Library Director and/or Assistant Director must approve all purchases and transfers.

III. Criteria

The following criteria must be met for accession to ensure Levittown Public Library develops a meaningful and usable collection that will best serve its community and support its institutional mission:

- The item(s) falls within the scope of the Collection.
- The item(s) supports the mission of the Levittown History Collection and Levittown Public Library and its activities including programs, exhibitions, or community outreach.
- The item(s) is in good or stable condition and will not cause harm to other collection materials or users.
- The item(s) comes with free and clear title.
- The item(s) fills a gap in the Levittown History Collection's holdings.
- The item(s) are not an unnecessary duplicate of an item(s) already in the collection.
- The Levittown History Collection can properly care for and store the item(s).

The History Collection seeks original materials whenever possible, however, derivative materials will be considered for acquisition when they will support research.

In reviewing potential acquisitions, Library staff will consider the material's historical significance and value to the collection against the resources necessary to acquire, preserve, and provide access to them for the benefit of the Levittown community and advancement of our holdings. Library staff will only accession materials to which it can reasonably commit resources to provide the appropriate level of control, care, and accessibility for the foreseeable future.

The Library reserves the right to decline items or donations for any reason, including but not limited to the following:

- Materials may cause harm to other collections. This includes items that show evidence of damage from mold, mildew, water, insects, smoke, or dirt.
- Materials are unusable due to condition.

- Materials already exist in the collection. Duplicate objects will not be accepted unless they are of superior condition or have unique historical value.
- Materials are inaccessible to the public due to copyright or other restrictions.
- Materials are outside the capability of the Collection to accommodate, store, display, or otherwise care for with its available resources.

Access and Use
Materials in the History Collection are non-circulating and are available for research in the library upon request during normal business hours under the supervision of a library staff member. Some unrestricted materials are digitized and available for access online at any time. Access methods and guidelines are outlined in the collection space, published on the website, and available for review. All visitors and users of the Levittown History Collection agree to abide by the rules and procedures as established by Library staff.

Deaccessions and Disposals
Library staff process all deaccessions. The Director must approve deaccessions that are of considerable value or a sensitive nature. Items may be considered for deaccession when they are fully and legally owned by the Collection and meet certain criteria including, but not limited to:

- The item(s) is inconsistent with, or no longer supports, the mission of the institution.
- The item(s) is a duplicate of lesser quality.
- The item(s) has been determined inauthentic.
- The preservation and conservation needs of the item(s) are beyond the capacity of the Collection.
- The item(s) presents a hazard.
- The item(s) has been lost or stolen.

The Library makes the final decision about the acceptance, treatment, and manner of disposition of all items in the Levittown History Collection.

COPYRIGHT STATEMENT
Persons may use collection items within the fair use limitations on copyright specified in the U.S. copyright law (§ 107, Title 17, United States Code) without explicit permission of the Levittown Public Library. Fair use purposes include private study, scholarship, or research. The Library cannot determine for you whether fair use applies to your intended use. Additionally, the Library, as physical holder of the collection material, does not need to grant permission to publish anything that is in the public domain in the United States. The user is responsible for obtaining necessary permissions prior to activities beyond fair use such as publication, including publication online or via social media, and will accept full responsibility for any copyright infringement. The Levittown Public Library will grant permission to publish collections items in copyright only when the Library is the copyright holder.

RECONSIDERATION

Library Statement of Policy on Reconsideration

The Library fully endorses the principles documented in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association. Materials available in the library present a diversity of viewpoints, enabling citizens to make the informed choices necessary in a democracy. The Library also selects a wide variety of library materials that satisfy the diverse interests of our community. The Library upholds the right of the individual to secure these resources, even though the content may be controversial, unorthodox, or unacceptable to some. The library's varied collection is available to all; however, it is not expected that all of the collection will appeal to everyone.

Reconsideration Procedure

Levittown residents who wish to request the withdrawal or reclassification of materials currently owned by the library are encouraged to discuss their concerns with a library department head or librarian in charge. If the patron is not satisfied with the response to their request, the department head or librarian in charge will provide the patron with information and a form to request formal reconsideration of the library resource. The Director may form a Reconsideration Committee at any time to handle a reconsideration request. Disposal of materials is at the discretion of the Library.

Guiding Principles

Whether during an informal complaint or a formal reconsideration of a library resource, library staff, administrators, trustees, and Reconsideration Committee members complete their work using general agreed-upon principles such as:

- Libraries have diverse materials reflecting differing points of view, and a library's mission is to provide access to information to all users.
- All library users have a First Amendment right to read, view, and listen to library resources.
- The Library Bill of Rights and the Freedom to Read Statement of the American Library Association can be used as guiding documents.
- Any Levittown resident has the right to express concerns about library resources and expect to have the objection taken seriously.
- When library resources are reconsidered, the principles of the freedom to read, listen, and view are defended rather than specific materials.
- A questioned item will be considered in its entirety, not judged solely on portions taken out of context.
- Parents or guardians have the right to guide the reading, viewing, and listening of their children but must give the same right to other parents/guardians.

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- Questioned items will remain in circulation during the reconsideration process.

Informal Complaints
The process begins with a librarian discussing the complaint with the patron who brings it to the service desk. During that interaction, the librarian will explain that the library has materials for everyone and everything goes through a selection process or is purchased because of patron requests. The librarian should offer to assist the patron to find alternate materials that would better meet the needs and interests of the patron and/or their family members. If the patron chooses to go forward with the challenge, the complainant should be provided with a request for formal reconsideration form.

Request for Formal Reconsideration
The following steps will be used when a Levittown resident feels that further action is necessary to address concerns about a library resource. For the duration of this process, the material in question will remain in circulation in the library collection.

1. A concerned Levittown resident who is dissatisfied with earlier informal discussions will be offered a packet of materials that includes the library's mission statement, selection policy, reconsideration form, and the Library Bill of Rights.
2. Levittown residents are required to complete and submit a reconsideration form to the library director.
3. The Director, with appropriate professional staff, will review the reconsideration form and the material in question, to consider whether its selection follows the criteria stated in the collection policy. The Director may form a Reconsideration Committee.
4. Within 30 business days, the Director will make a decision and send a letter to the concerned person who requested the reconsideration, stating the reasons for the decision.
5. If the resident is not satisfied with the decision, a written appeal may be submitted within 10 business days to the Board of Trustees.
6. If the Board plans to address the appeal at their board meeting, the resident will be notified of when and where the meeting will be held.
7. The Board of Trustees reserves the right to limit the length of public comments.
8. The decision of the Board is final.

POLICY REVISION
This policy will be reviewed by staff periodically. Recommended changes will be sent to the Director for review. Changes recommended by the Director will be sent to the Board of Trustees for further action.

Reconsideration of Material Form PDF

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Links:
ALA Library Bill of Rights
ALA Statement on Freedom to Read
ALA Statement on Freedom to View

Adopted by the Library Board of Trustees on July 8, 2024. Amended March 5, 2025.

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