

Fishers Island Library Association Collection Development Policy

Introduction

The Fishers Island Library Association (FILA) provides a diverse, relevant, and contemporary collection of materials to meet the informational, educational, and recreational needs of our community. This Collection Development Policy outlines the guiding principles and strategies for the selection, acquisition, maintenance, and evaluation of our library materials.

Objectives

The FILA aims to:

- Reflect the varied interests, needs, and demographics of the Fishers Island community through our collection.
- Support lifelong learning and promote reading across all age groups.
- Preserve and highlight the cultural and historical significance of Fishers Island.
- Coordinate collection development with the Fishers Island School, Ferguson Museum, and other island organizations.
- Respond to changing community needs while maintaining a balanced and diverse collection.

General Collection Management

The Fishers Island Library Association employs a structured approach in selecting and acquiring materials, ensuring alignment with community needs and library standards. The evaluation process for both purchased and donated items adheres to specific criteria designed to maintain high standards of library service and resource management.

Key considerations in our selection process include:

- Demand: Matches the interests and needs of the community.
- Credibility: Assesses the reputation and authenticity of the content's creator.
- Relevance: Evaluates the material's contribution to the collection's range and depth.

- **Content Timeliness and Longevity:** Considers the material's relevance and enduring value.
- **Diversity of Perspectives:** Ensures a range of viewpoints.
- **Digital Accessibility:** The Librarian checks availability of the material in digital format within the Suffolk County Library System.
- **Critical Reviews:** Includes evaluations from recognized sources such as Library Journal and The New York Times Book Review, and local publications like the New London Day newspaper.
- **Cost:** Evaluates the material's cost relative to its value.

This methodical approach ensures that the Fishers Island Library Association's collection remains relevant, sustainable, and supportive of the community's educational, informational, and recreational needs.¹

Collection Categories and Acquisition Allocations

Annual Acquisition Budget Allocation:

- **Adult Fiction:** 25%
- **Adult Nonfiction:** 15%
- **Juvenile Biographies, Fiction, and Nonfiction:** 15%
- **Adult Biography:** 10%
- **Mysteries:** 8%
- **Video Games:** 8%
- **Book Club Books:** 5%
- **Comic Books:** 5%
- **Periodicals and Newspapers:** 5%
- **Large Print:** 3%
- **Puzzles and Games (Toys):** 1%
- **Audiobooks on CD:** 0% (no longer acquiring)
- **Donated Books:** 0% (handled separately as they do not require budget allocation)
- **DVDs (Adult and Juvenile):** 0% (no longer acquiring)
- **Fishers Island Collection:** 0% (acquired by gifts and donations)
- **Seed Exchange:** 0% (volunteer-driven)

Adult Biography

- **Acquisition Focus:** Acquire comprehensive, diverse, and engaging biographies.

¹ Adapted from <https://www.southkingstownri.com/1109/Collection-Development-Policy>

- Justification: Offers unique insights into individual experiences and historical contexts.
- **Budget Allocation: 10%**

Adult Fiction

- Acquisition Focus: Broad range of genres, styles, and authors.
- Justification: Fosters empathy, escapism, and understanding of diverse experiences.
- **Budget Allocation: 25%**

Adult Nonfiction

- Acquisition Focus: Wide-ranging collection covering various fields.
- Justification: Supports lifelong learning and personal development.
- **Budget Allocation: 15%**

Book Club Books

- Acquisition Focus: Multiple copies of selected titles monthly.
- Justification: Encourages community engagement and reading culture.
- **Budget Allocation: 5%**

Comic Books

- Acquisition Focus: Variety of genres, authors, and styles.
- Justification: Supports literacy and engagement, especially among younger readers.
- **Budget Allocation: 5%**

Fishers Island Collection

- Acquisition Focus: Materials related to the history, culture, and people of Fishers Island.
- Justification: Preserves the unique heritage of Fishers Island.
- **Budget Allocation: 0% (acquired by gifts and donations only)**

Juvenile Biographies, Fiction, and Nonfiction

- Acquisition Focus: Diverse, engaging, and educational selection.
- Justification: Supports educational development and fosters a love of reading.
- **Budget Allocation: 15%**

Large Print

- Acquisition Focus: Selectively based on demand and specific requests.
- Justification: Essential for visually impaired community members and older adults.
- **Budget Allocation: 3%**

Mysteries

- Acquisition Focus: Diverse collection of mystery novels.
- Justification: Remains popular and provides entertainment and mental stimulation.
- **Budget Allocation: 8%**

Periodicals and Newspapers

- Acquisition Focus: The New York Times and the New London Day from June to August.
- Justification: Provide opportunities for summer residents to keep up with local and national

news.

- **Budget Allocation: 5%**

Puzzles and Games (Toys)

- Acquisition Focus: Replacement and new additions of donated items.
- Justification: Supports cognitive development and provides educational value.
- **Budget Allocation: 1%**

Video Games

- Acquisition Focus: Educational and family-friendly titles for the Nintendo Switch.
- Justification: Provides an opportunity for island children to play a greater range of popular and contemporary video games.
- **Budget Allocation: 8%**

By reallocating the annual acquisition budget according to these percentages, the Fishers Island Library Association ensures a balanced, diverse, and responsive collection that meets the varied needs and interests of our community, while adapting to changing trends and demands.

Acquiring Books for Thematic Month Celebrations

The Fishers Island Library Association commits to enhancing community engagement and education by recognizing and celebrating various thematic months throughout the year. We aim to provide engaging displays and resources that honor these observances through careful selection and acquisition of relevant materials.

Selection and Acquisition Process

- **Identify Themes and Needs:** Determine key themes, figures, events, and subjects for each thematic month, assessing community interest and collection gaps.
- **Current and Diverse Perspectives:** Focus on acquiring materials that offer fresh insights and represent diverse voices related to each theme.
- **Review Existing Collection:** Incorporate suitable existing books from our collection to highlight our resources and ensure efficient utilization.
- **Community Engagement:** Collaborate with community members and organizations to ensure the relevance and impact of selected materials.

Thematic Months and Acquisition Foci

- Black History Month (February): Acquire books that explore the history, achievements, and cultural contributions of African Americans, including historical accounts and contemporary narratives.
- Women's History Month (March): Focus on materials highlighting the diverse contributions, experiences, and achievements of women throughout history and in modern times.
- National Poetry Month (April): Select contemporary and classic poetry, poet biographies, and analytical works, emphasizing a variety of forms and voices.
- Jewish American Heritage Month (May): Acquire works that celebrate the history, culture, and contributions of Jewish Americans.
- Asian American and Pacific Islander Heritage Month (May): Focus on materials that reflect the traditions, history, and contributions of Asian Americans and Pacific Islanders.
- National Hispanic Heritage Month (September 15 - October 15): Acquire literature, history, and biographies that showcase the diverse experiences and contributions of Hispanic and Latino Americans.
- Breast Cancer Awareness Month (October): Choose materials covering research, narratives, and support related to breast cancer, catering to patients, survivors, and families.
- National Novel Writing Month (November): Select resources on writing, character development, and storytelling, alongside novels by diverse authors to inspire writers.
- Christmas/Hanukkah (December): Acquire books that celebrate the traditions, stories, and meanings behind Christmas and Hanukkah, focusing on cultural and historical aspects, as well as festive stories for all ages.

Display and Promotion

In coordination with program committee, we plan to

- Create displays for each thematic month using the selected books and materials, complemented by explanatory signage.
- Outreach and Education: Utilize newsletters, social media, and community outreach to promote thematic displays and encourage patron engagement.

- Feedback and Evaluation: Collect feedback post-celebration to assess the display's impact and inform future selections and celebrations.
- By implementing this structured approach, the Fishers Island Library Association aims to foster a deeper understanding and appreciation of diverse cultures, histories, and perspectives, thereby enriching the community's library experience.

Organization and Classification:

The library is committed to maintaining an organized, accessible, and efficient shelving system that facilitates easy location and retrieval of materials by our patrons. To ensure the best user experience and resource management, the following classification systems will be adhered to.

Circulating Materials

- Fiction Materials: All fiction materials will be organized alphabetically by the last name of the author.
- Non-Fiction Materials: Non-fiction materials will be organized according to the Dewey Decimal Classification system.
- Graphic Novels: Although graphic novels combine elements of both art and narrative, they will be classified specifically within the Dewey Decimal system at 741.5 to make them easily discoverable.

Non-Circulating Materials:

- Newspapers, Comic Books, and Periodicals: To maintain a dynamic and relevant collection, the library houses an assortment of newspapers, comic books, and periodicals. However, these items will not be catalogued in the traditional sense nor will they circulate outside of library premises. They are available for in-house reading only and are organized in a manner that facilitates easy access and regular updates. This approach ensures that our patrons have access to the latest editions and that these materials remain current and in good condition.

Maintenance and Accessibility:

Regular shelf reading, inventory, and re-shelving practices will be conducted to maintain order and ensure that materials are easily accessible to all patrons. Misplaced items will be promptly returned to their correct location to preserve the integrity of the shelving system.

De-accessioning

The Fishers Island Library Association is committed to maintaining a current, relevant, and useful collection that meets the needs and interests of our community. To achieve this, the library has established a policy to evaluate and de-accession approximately 5% of the collection annually. This process ensures that our resources remain up-to-date and in good condition, making space for new materials that will better serve our patrons.

Criteria for De-accessioning

The following criteria are used to evaluate materials for de-accessioning:

- **Condition:** Items that are damaged, worn, or otherwise in poor condition that compromise their usability.
- **Relevance:** Materials that no longer meet the current or anticipated needs or interests of the community.
- **Currency:** Informational content that is outdated or has been superseded by more recent editions or findings.
- **Circulation:** Items that have not been checked out or referenced for an extended period, indicating low demand.
- **Duplication:** Excessive copies of titles that no longer warrant multiple copies based on circulation history.
- **Availability:** Materials that are readily available in digital format or through other resources within the Suffolk County Library System.

De-accessioning Process

Once items are identified for de-accessioning based on the above criteria, the following steps will be taken:

- **Community Giveaway:** De-accessioned books will initially be offered to the community for free at the library. This allows patrons the opportunity to own a piece of the library's collection and extends the life of the materials.
- **Sale:** Items not taken during the giveaway period will be sold at the Community Center and during summer craft fairs. This provides an additional opportunity for community members to acquire these materials while generating funds to support the library.
- **Recycling:** Books that remain unclaimed after three months will be responsibly recycled. This final step ensures that de-accessioned materials are disposed of in an environmentally friendly manner.

By implementing this structured approach to de-accessioning, the Fishers Island Library Association ensures that its collection remains vibrant, relevant, and well-maintained, reflecting the evolving needs of our community while also adhering to sustainable practices.

Access for Minors

In alignment with the American Library Association’s Library Bill of Rights and its interpretations regarding minors,² FILA adheres to the following principles:

- **Equal and Equitable Access:** FILA supports the ALA Bill of Rights, which states “The American Library Association supports equal and equitable access to all library resources and services by users of all ages. Library policies and procedures that effectively deny minors equal and equitable access to all library resources and services available to other users is in violation of the American Library Association’s Library Bill of Rights. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.”
- **Parental Responsibility:** While FILA supports the right of parents to guide their children in the selection of reading material and other content, the library does not act *in loco parentis*. As the ALA recommends, “Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their own children.”
- **Professional Obligation:** FILA has a professional obligation to provide everyone, including minors, with relevant information.
- **Educational and Developmental Needs:** FILA provides materials that are relevant to children’s interests and needs at every stage of their development, but the library does not presume to decide when children have become mature enough to access its resources.

Formal Requests for Reconsideration

The Fishers Island Library Association (FILA) is committed to upholding the principles of intellectual freedom and providing access to a diverse range of viewpoints and expressions. However, we recognize that some materials may be controversial. To address concerns

² <https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/minors>

while respecting the rights of all community members, the following procedures have been established:

- **Filing a Challenge:** Patrons wishing to challenge library materials must submit their concerns in writing by completing a "Request for Reconsideration of Library Material" form (see appendix A), available at the library or on its website.
- **Review Process:** The librarian will review the challenged material in the context of the library's Collection Development Policy, its relevance to the community, and its alignment with professional standards, including the publishers' recommended age groups.
- **Board Adjudication:** Challenges not resolved at the librarian level will be escalated to the Board of Trustees. The Board will appoint a committee of the librarian and two board members to read the challenged literature and to provide a recommendation to the board. The board will review the challenge and the committee's recommended course of action at their next scheduled meeting, with the challenging party invited to present their case. The Board's decision will be final and communicated in writing to the challenger.
- **Confidentiality:** The library respects the confidentiality of all parties involved in a challenge, in accordance with legal requirements and professional ethics.

Policy Review and Revisions

This policy will be reviewed biennially by the library board and staff to ensure it aligns with community needs and library goals. Amendments will be made as necessary to reflect changes in community interests, technology, and library objectives.

Conclusion

The Fishers Island Library Association is dedicated to upholding the principles of intellectual freedom while respecting the diverse needs and rights of all community members, including minors. Through these policies and procedures, FILA aims to provide a welcoming, inclusive, and safe environment for all users, fostering a community that values access to information, privacy, and the freedom to read and explore diverse ideas and perspectives.

Appendix A

Fisher's Island Library Association (FILA)

Request for Reconsideration of Library Material

Patron Information:

- Name: _____
- Address: _____
- City: _____ State: _____ Zip: _____
- Phone: _____ Email: _____
- FILA Library Card Number: _____

Information about the Material:

- Title: _____
- Author/Creator: _____
- Publisher (if known): _____
- Publication Date: _____
- Type of Material (book, magazine, DVD, etc.): _____

Nature of Concern:

Please specify the concerns you have regarding the material. (Attach additional pages if necessary)

Have you read/viewed/listened to the entire content? (Yes/No) _____

What specific content (pages, scenes, etc.) do you find objectionable?

What action are you requesting?

- Remove from Collection
- Relocate within Library
- Other (please specify): _____

What resources can you provide to support your request?

Patron Signature: _____ Date: _____

Library Use Only

- Received By: _____ Date: _____
- Review Date: _____
- Committee Recommendation: _____
- Board Decision: _____
- Response Sent: _____ Date: _____
- Notes: _____

Please return this completed form to the library circulation desk or email it to librarian@filibrary.org