



# Onondaga County Public Library Board Policy

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## Collection Management Policy

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2<sup>nd</sup> Consideration: 6/18/2025  
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## Collection Management Policy

The Onondaga County Public Library Collection Management Policy is guided by the library system's stated mission: Onondaga County Public Libraries prepare our community for a bright future by creating opportunities, empowering people and inspiring ideas.

Definition: Onondaga County Public Library (**OCPL**) includes a Central Library, 8 branches and 2 community satellite libraries, all within the City of Syracuse. OCPL city libraries are part of the Onondaga County Public Libraries system of 32 libraries.

### **Scope of the Collections**

The diverse population of Onondaga County **looks** to their libraries to provide them with a wide variety of educational and instructional materials, and a space for social engagement. OCPL will collect materials and offer programs that meet the broadly based interests of our library users. The majority of the items will be purchased for circulation to the general public and be contemporary titles, rather than professional or rare, except in the case of the Local History and Genealogy Department.

### **Collections at the City Libraries include:**

- Print and media items for adults, children and teenagers
- eBooks, eAudiobooks, eMusic, eMagazines and eMovies
- Electronic databases for reference and research
- Book Club Kits
- Large Print
- Magazines

### **Additional special collections and opportunities at the Central Library:**

- Makerspace lab
- Local History and Genealogy Department, staffed with reference librarians
- Special Technology Adaptive Resources in the STAR collection
- Grants and Non-Profit resources

- Early literacy resources
- Adult Literacy resources for ESL (English as a Second Language) and ESOL (English for Speakers of Other Languages)
- Outreach locations including Jamesville Correctional Facility, Onondaga County Justice Center, and Hillbrook Juvenile Detention Center.

### **Responsibility for Selection of Materials**

The responsibility rests with professional librarian staff as assigned who operate within the framework of the Mission statement and policies set forth by the Director (and Board of Trustees). Suggestions from staff are encouraged and seriously considered.

### **Selection Guidelines**

Selection of materials is a process that requires professional staff's skills and experience to choose materials in a variety of formats for a wide range of ages, interests, cultural and educational backgrounds, reading skills, and physical and mental abilities.

Factors considered when selecting material:

- Demand and popularity
- Diversity of viewpoints
- Quality of item (photos, paper, binding, narrator)
- Accuracy
- Artistic merit
- Literary merit
- Local Interest
- Availability from vendors
- Currency
- Awards and award nominees
- Published evaluations or reviews
- Budget

### **Digital & Electronic Materials Selection Guidelines**

In addition to physical materials, the Onondaga County community turns to the library for digital and electronic materials. It expects these resources to be chosen with the same care and professional criteria as is used to select the print materials. Additionally, patrons expect these resources to be easy to use, have remote access wherever possible, and be portable across devices.

### **Emerging Formats**

As demand is shown for new formats, OCPL will evaluate them for purchase with these considerations in mind:

- Impact on staff, shelving space, and materials processing
- Ability to be loaned securely and conveniently
- Sustainability and durability
- Adequate funding to build new collections
- Compatible computer network requirements
- Accessibility

### **Teens and Children's Materials Guidelines**

OCPL provides free, open and equal access to ideas and information to all members of the community. Children and teens may borrow or use any material, resource or service in the library.

OCPL cannot provide full curricular support for local school districts and systems. OCPL does, however, acknowledge a supporting role in providing students with supplementary reading and reference materials. However, parents and/or legal guardians, not library staff, are responsible for monitoring their children's use of reading, viewing, and listening material.

### **Maintaining the Collection Guidelines**

Onondaga County residents coming to the library want their library collections to be accessible, easy to browse, up to date, accurate, and currently relevant to our communities. Professional library staff regularly review items to ensure that they continue to meet patrons' needs. Materials that are out of date, inaccurate, no longer in demand, unnecessarily duplicated, dirty, or damaged are removed. Professional staff will assess the need for replacing materials that are damaged or destroyed. Replacement decisions are based on need, demand, availability and budget.

Books that are withdrawn from a City libraries may be:

- Transferred to another branch library where there is data-supported need, or staff request
- Donated to a member library
- Donated to long-term care facilities
- Donated to Onondaga County Department of Social Services
- Donated to our Outreach Collections
- Donated to Better World Books
- Sold in a book sale
- If in poor condition, sent to County Facilities to be recycled

### **Gifts or Donations**

OCPL may accept donations of new or gently used materials. The library staff reserves the right to evaluate and dispose of the items based on the criteria set for purchasing materials.

The Library is pleased to accept monetary gifts intended for the purchase of materials when the purpose of donation and library collection objectives are consistent.

### **CNY Authors Collections**

The Central Library welcomes the growing opportunities new self-publishing technologies offer local writers for self-expression. The library retains the discretion to include or exclude any title from its collection for any reason.

Books donated to this collection will adhere to the guidelines set in CNY Author Donation Procedure (Appendix B)

### **Suggestions for Additions to the Collection**

OCPL welcomes staff and patron suggestions for purchase of new material. Patrons can reach the collection development team by accessing the online request form, emailing their purchase requests to [Collection\\_Development@onlib.org](mailto:Collection_Development@onlib.org), or speaking to a staff person at an information desk. All suggestions for purchase will be evaluated by the same Selection Guidelines as other materials and will not automatically be added to our collections.

## **Challenges to Items in the Collections**

OCPL recognizes a responsibility to present differing points of view on controversial topics, and a broad spectrum of artistic media. Materials which may seem objectionable to some may seem essential to others. The inclusion of any item does not imply an endorsement of its viewpoint or presentation. Patrons who have questions, concerns, or objections regarding a specific item may fill out a "Request for Reconsideration of Library Materials" form (Appendix C), available upon request. No formal consideration will be given to complaints unless the form is filled out in full.

## **Policy Review**

This Collection Management Policy will be reviewed every 3 years by the collection managers and sent to the Executive Director who submits it to the Board of Trustees for adoption.

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Appendix A - Library Bill of Rights

Appendix B - CNY Author donations procedure

Appendix C - Request for Reconsideration of Library Materials

## Appendix A

### **Library Bill of Rights Library Bill of Rights**

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

- I. 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, background, or views of those contributing to their creation.
- II. 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.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which 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.

Adopted June 19, 1939.

Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967;

and January 23, 1980; inclusion of "age" reaffirmed January 23, 1996, by the ALA Council

## Appendix B

### **CNY Authors' Collection book donations – to be housed at Central on the 1<sup>st</sup> Floor**

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The Onondaga County Public Library (OCPL) welcomes the growing opportunities new self-publishing technologies offer local writers for self-expression. The Library has a "CNY Authors Shelf" for recent works written by authors living in Central New York.

Authors wishing to donate books to this section must meet the following requirements:

- The author must be a resident of Onondaga, Oswego, Madison, Cortland, or Cayuga Counties
  - The work must be over 100 bound sheets of paper
  - Works that include cassettes, CDs or DVDs will not be accepted
  - The binding must be strong enough to withstand at least 20 readings/circulations. Books will be removed from the collection and discarded when bindings give out.
  - Items will be clearly labeled as belonging to this special collection
  - OCPL reserves the right to decline a donated book
  - Each donated book must contain a sheet of paper with the following information, which will be entered into our catalog along with a subject called "*CNY authors shelf*":
    - Full real name of author
    - Full title from the title page, not the cover
    - Date of publication
    - Number of pages
- 
- Books will be accepted as donations from the author or publisher
  - Books donated to the library become the property of the library
  - Donated books will be shelved on the "CNY Authors Shelf" for at least one year and then removed to make room for newer works
  - Removed books will not be returned to contributors
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Appendix C

**Request for Reconsideration of Library Materials**

Please completely fill out the form and mail to:  
Director, OCPL, 447 S. Salina St., Syracuse, NY 13202

Title \_\_\_\_\_

Author \_\_\_\_\_

What is the format of the item? Please circle one: Book / Video / Music

Name of person making requests \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Are representing yourself? \_\_\_\_\_ A group? \_\_\_\_\_

If group, give the name \_\_\_\_\_

1. What do you find objectionable in the material? Please be specific, and provide example(s) and page numbers?

\_\_\_\_\_  
\_\_\_\_\_

2. Is your objection to this material based upon personal experience (you have read / watched / listened to it), or upon reports you have heard, or both?

\_\_\_\_\_  
\_\_\_\_\_

3. Have you read, listened to, or watched the material in its entirety? \_\_\_\_\_

5. Are you aware of the opinion of literary or educational reviewers regarding the item?

\_\_\_\_\_  
\_\_\_\_\_

6. What action would you recommend regarding the use of this material?

\_\_\_\_\_  
\_\_\_\_\_

Have you read the OCPL Collection Management Policy? \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Reconsideration requests are reviewed by a committee appointed by the Executive Director.