

Upper Hudson Library System Collection Development and Maintenance Policy

The Upper Hudson Library System (UHLS) shares with its member libraries the responsibility to provide free, open and equal access to ideas and information for all members of the community. As provider of rotating physical collections to our member libraries and as manager of shared digital collections, contributed to and accessed by all member libraries and their users, UHLS recognizes its responsibility to carefully develop and maintain its collections in support of its mission.

Principles of Free Access

The UHLS board affirms the principles presented in the American Library Association's [Library Bill of Rights](#), [Interpretations of the Library Bill of Rights](#), [Freedom to Read Statement](#), and [Freedom to View Statement](#) in support of acquiring and managing its collections.

Statement on Minor Access

UHLS acknowledges that the responsibility for monitoring a minor's access to all library items and resources rests with the minor's parent or legal guardian.

Collection Development Responsibility

Authority and responsibility for the shared digital collections is a joint responsibility of UHLS and all member libraries. For UHLS, this responsibility is delegated to the UHLS Executive Director by the UHLS Board of Trustees. The Executive Director may delegate related responsibilities to qualified UHLS staff. For each member library, this responsibility is delegated by the library's Board of Trustees to the Library Director, who has the authority to delegate responsibilities to qualified library staff. For UHLS physical collections, the authority and responsibility for selection and removal of library items is delegated to the UHLS Executive Director by the UHLS Board of Trustees. The Executive Director may delegate related responsibilities to qualified UHLS staff.

Selection of Library Items and Resources

For both UHLS and the member libraries, standard professional journals, authoritative online tools, and popular and local media sources are among the most frequently used tools in the

selection process. The system's or any member library's acquisition of any item or resource does not constitute endorsement of the contents of the item or resource.

While a single standard cannot be applied, items and resources that are considered for acquisition are judged by these and other appropriate criteria:

- relevance to community needs, interests and demand
- balance and diversity in the current collection
- suitability to the intended audience of subject, style, format, interest and reading level
- reputation of the author, composer, filmmaker, publisher or producer
- quality of writing, design, illustration or production

Withdrawal of Library Items and Resources from the System and the Library Collection

Items and resources are regularly withdrawn from the UHLS collection in order to maintain the collection's usefulness, currency, relevance and condition. Withdrawn items and resources may be disposed of in a variety of ways including but not limited to public book sales, responsible and sustainable recycling, and/or disposal.

Gifts and Donations to UHLS

UHLS accepts gifts of books and other materials with the understanding that they may be added to the collection or made available to the member libraries if deemed appropriate. If the material cannot be used by UHLS or the member libraries, the material may be disposed of in a variety of ways, including but not limited to public book sales, responsible and sustainable recycling, and/or disposal.

Reconsideration of Library Items and Resources in the UHLS Collection

Patrons requesting the reconsideration of an item or resource in the physical UHLS collections must be residents of the UHLS service area and are required to complete a *UHLS Request for Reconsideration of Library Materials* form and submit it to the UHLS Executive Director. The request and the material in question will be reviewed by a committee of three, which will be composed of the UHLS Executive Director, one librarian from the UHLS staff, and a representative from the requesting patron's home library. The request will be considered by the committee in light of this policy, the principles of the ALA documents referenced above, the opinions of professional reviewing sources, and any other relevant information. The UHLS Executive Director will notify the requester in writing of the results of the review within two weeks of receiving the completed reconsideration form.

The committee's decision may be appealed to the UHLS Board of Trustees. The UHLS Board will be the final level of appeal for any reconsideration request.

Reconsideration of Library Items and Resources in the System-Wide Shared UHLS Collections

Patrons requesting the reconsideration of an item or resource in the system-wide shared digital collections must be residents of the UHLS service area and are required to complete a *UHLS Request for Reconsideration of Library Materials* form and submit it to the UHLS Executive Director. The UHLS Executive Director will notify the Library Director from the patron's home library and the Library Director(s) from the member library or libraries purchasing the item for the shared collection. The reconsideration request will be reviewed by a committee of three, which will be composed of the UHLS Executive Director, a representative from the requesting patron's home library, and a representative from one of the libraries that ordered the item for the shared collection. In cases where the requesting patron does not have a designated home library in UHLS, a representative from a member library which is geographically proximate to the patron's address will be included. The request will be considered by the committee in light of this policy and the policies of the library or libraries that ordered the item, the principles of the ALA documents referenced above, the opinions of professional reviewing sources, and any other relevant information. The UHLS Executive Director will notify the requester in writing of the results of the review within two weeks of receiving the completed reconsideration form.

This committee's decision may be appealed to the UHLS Board of Trustees. The UHLS Board will be the final level of appeal for any reconsideration request.

Recommended for adoption by the UHLS Econtent Advisory Committee: 3/30/22

Recommended for adoption by UHLS Services Committee: 4/13/22

Adopted by the UHLS Board: 4/13/22

UHLS Request for Reconsideration of Material Form

If you wish to request reconsideration of a resource in the UHLS physical collections or in the shared digital collections, return the completed form to the UHLS Executive Director via email attachment or US Mail to the address below. Note that you must be a resident of the UHLS service area to request reconsideration of library resources.

**UHLS, Executive Director
28 Essex Street
Albany NY 12206**

Date _____

Name _____

Address _____

City/State/Zip _____

Phone _____

Email _____

Do you represent yourself or an organization (circle one) **YES** **NO**

If an organization is answered above, please provide the full name of the organization

Please specify the type/format of the resource which you are requesting to be reconsidered:

Physical Collection:

___ Book

___ Audio Recording

___ Movie

Digital Collection:

___ E-book

___ Movie

___ Magazine

___ Audio Recording

Other (please specify) _____

Title of the item _____

Author/Producer/Principal Content

Creator _____

Please indicate in what library collection you found the resource _____

What brought this resource to your attention? _____

Have you examined the entire resource? If not, please indicate which sections you did review?

What concerns you about the resource? _____

Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic? _____

Have you brought your concerns to the attention of any staff at UHLS member library/libraries?

What action are you requesting regarding this resource? _____
