

Collection Development Policy

Danielle Janney

School of Information, College of Arts and Sciences, University of South Florida

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Dr. Natalie Taylor

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Author Note

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QUEENS PUBLIC LIBRARY

Collection Development Policy 2024

This policy has been reviewed and approved by
Library President/CEO: Dennis M. Walcott
Date: April 7, 2024

Chief Librarian: Nick Buron
Date: 4/7/2024

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1. Mission Statement

Queens Public Library transforms lives by cultivating personal and intellectual growth and by building strong communities.

2. Goals and Objectives

The Library is a forum for all points of view on current and historical issues, and adheres to the principles of intellectual freedom as expressed in the Library Bill of Rights, Freedom to Read Statement and Freedom to View Statement, adopted by the American Library Association and attached to this Policy (see Appendix A). It is the goal of the Queens Public Library to make available to its customers materials that reflect the diverse, multi-ethnic and multi-lingual communities served by its community libraries and Central Library collections.

3. Purpose of Collection Development Policy

The Collection Development Policy, approved by the Library President and Chief Librarian, is one of the Library's fundamental policy documents. It outlines the philosophies that create and shape the Queens Public Library's unique collection, the practices that maintain it over time and the guidelines that help the collection respond to community needs while protecting the collection from societal and political pressures. The Collection Development Policy ensures that over time, the Queens Public Library's collection will remain on course, reflecting the individual needs and interests of its immediate community and to the degree possible, reflect the diversity of the entire borough.

4. Background Statement

The Queens Public Library consists of 66 locations, including branch libraries, a Central Library, seven adult learning centers, a technology center, four teen centers, and a teen library. Additionally, the Central Library special subject collections support the academic, professional and technical research needs of the borough. The branch library locations house general and special interest circulating and reference collections for all age groups in languages that represent the ethno-linguistic character of the local community.

5. Audience

The Library serves a community of over 2.2 million residents with the intention that the collection in each library addresses the individual needs and interests of its immediate community and to the degree possible, reflect the diversity of the entire borough. The Library intends to serve all age groups, races and ethnicities, sexual orientations, political affiliations, disabilities, and any local languages.

6. Responsibility for Selection

Titles are selected by Collection Development Division staff and are purchased with a special system-wide fund monitored in the Collection Development Division. This centralized Division is intended to be the primary source of new title selection and purchase at the community libraries. It is the responsibility of Community Library and Central Library staff to supplement the local needs and interests by either using allocated funds or informing the Collection Development Division. It is the responsibility of public service managers to assess the need for replacing material that is damaged or lost from the collection.

7. Budget and Funding

Although the Queens Public Library is not a governmental institution, it receives a substantial amount of its support from The City in addition to support from other governmental entities and private sources. Funds for library materials and services are allocated from the NYC Operating fund to the Collection Development Division of the Queens Public Library (see Appendix B for 2024 Fiscal Year Expense Report).

8. Methods and Criteria for Selection

General Criteria

General criteria for selecting print and electronic materials includes popular demand, accuracy, subject matter importance, material timeliness, a material's permanent value as a standard work, author authority and reputation, critical reception, subject suitability, binding quality, availability, and the cost. In addition to examining materials that come to the Library through publishers and vendors, staff regularly consults review sources that include the following as part of the material selection process: *Kirkus*, *Publishers Weekly*, *Booklist*, *Library Journal*, *School Library Journal*, *the Horn Book*, *the New York Times Book Review*, *Multimedia World*, *Multicultural Review*, *Quarterly Black Review*, *the Lambda Review*, *Choice*, *World Literature Today*, *The Bulletin of the Center for Children's Books*, literary award winners and nominee lists, and various Internet sources.

Age-Based Criteria

Juvenile

The Queens Public Library Juvenile collections provide materials for children from birth through age 11, as well as adults who care for and work with them. These collections provide engaging and developmentally appropriate print and digital media of the best quality for recreational use, general information, and early literacy and elementary school level curriculum support. Materials are selected with an emphasis on literacy excellence, high quality art and illustrations, accurate and up-to-date information, customer interest and popularity, and with reference to professional review sources. Hard cover material not approved for purchase is not acquired in any other format.

Teen

The Queens Public Library Teen collections are designed to serve youth ages 12 through 19. They contain print and other digital media of the best quality available for recreational use, general information, and middle school and high school curriculum support. These collections are intended to stimulate young people's interest in reading and the world around them. Materials are selected with an emphasis on customer interest and popularity, accurate and up-to-date information, and with reference to professional review sources.

Criteria for Materials in Languages Other Than English

Although the Library primarily collects materials in the English language, in order to address the ethno-linguistic needs of its diverse population, print and non-print collections are maintained in languages other than English, which reflect local community needs. These general interest collections, which are also under the responsibility of Collection Development Division, are tailored to meet the needs of immigrants. They are intended to guarantee equity of access to the borough's diverse population and are integral parts of the community libraries' collections. The materials are further intended to assist in the acculturation process and to help maintain a connection to native languages and cultures. Development of the community library collections in languages other than English, which address individual community needs, also falls under the responsibility of the community library managers. The Central Library houses the Library's largest collection in languages other than English, which help serve every community's needs.

Central Library General Reference and Circulating Collections

The Central Library collections are designed to meet the needs of the residents of Queens as well as to provide system-wide material back up. The collections also support graduate degree research needs in multiple subjects. The Central Library is also a Federal Depository Library for United States government documents as well as documents for New York State and New York City. It is the responsibility of the Central Library to retain materials containing information of historical value, which could be lost in current and future editions of a work. Information too dated to warrant being retained in current circulating collections is retained for historical perspective in given subjects.

The Archives of the Queens Public Library

The Archives of the Queens Public Library, housed in the Central Library, exist to preserve, organize, and manage the use of materials that deal with the geography and the natural, cultural, social, economic and political history, both past and present, of the four counties of Long Island. Printed monographs, serials, pamphlets and broadsides, manuscripts, photographs, prints, drawings, maps and plans are collected comprehensively. The collection is under the responsibility of the Central Library Manager of Unique Services.

The Black Heritage Reference Collection

The Black Heritage Reference Collection is housed in the Langston Hughes Community Library and Cultural Center and exists to document the African American and African diasporic experience, to preserve Black culture and heritage, and to promote and support the study of Black history and culture. The Black Heritage Reference Collection serves as a deterrent against cultural deprivation, historical misconceptions, misinformation, and image distortion. The collection consists of books, films, videos, doctoral dissertations, periodicals, pamphlets, compact discs, phonograph records, audio cassettes, posters, artifacts, and letters.

Carter G. Woodson Collection

The Carter G. Woodson Collection, housed in the Central Library, is comprised of books on the African American history and life with a special emphasis given to the enslaved experience. The scope of the collection covers Blacks who were born in the United States or who were brought here as enslaved people. The content of the collection is scholarly and provides research materials for scholars in the field, students, and others with general interest. The collection is to preserve Dr. Woodson's legacy and tradition of disseminating information about Black life, history, and culture to the global community.

9. Collection Maintenance and Weeding

When evaluating print materials, collection maintenance usually involves the continual care of materials, including accurate and efficient shelving (and re-shelving), shelf-reading, shifting, and cleaning. With digital materials, collection maintenance includes consideration of continued sufficient coverage of databases or other electronic reference sources, and publishers' lending models and licensing agreements on e-books and all other e-content formats. All materials are considered for weeding based on accuracy, currency, and relevancy. Space limitations, availability of newer editions, format, physical condition, number of copies, and circulation history are considered when evaluating physical materials.

10. Evaluation Criteria

The Library's collection is evaluated by the library staff on an ongoing and systematic basis. Materials that are outdated, superseded, no longer of interest, worn, damaged, or lost will be removed from the Library's collection. Materials that are outdated or superseded will be replaced with updated materials if applicable. Materials that are worn, damaged, or lost will be evaluated to see if they should be removed entirely from the collection or replaced with updated versions. Materials from branch and neighborhood libraries that no longer circulate, but may provide historical value, will be sent to the Central library for evaluation of significance.

11. Analysis of Subject Fields

Given the recent community needs assessment conducted in the spring of 2024, the analysis of subject fields (see Appendix C) will focus on the adult collections of the Chinese, Hindi, Korean, Russian, and Spanish languages. The collections' strengths, commitments, goals, and preservation commitments will create a practical guide for the Collection Development Division and branch librarians to adhere to for future acquisitions.

12. Collection by Formats

Print and Audio Visual Media

This category includes: books (including large print material); audiobook and music compact discs; DVDs and Blu-Ray discs; photographs; music scores; maps; New York State, New York City and United States government documents; magazines; and newspapers.

Digital Media

The Library provides customers with access to the Internet and other electronic resources, and supports the ALA's statement on Access to Digital Resources and Services (see Appendix A). The Library also provides electronic resources such as databases, journals, ebooks, e-audiobooks, e-magazines, e-newspapers, streaming video, and MP3s. These electronic formats enable flexibility in adding depth and breadth to the collection systemwide. Customers can access these collections and resources within and beyond the physical facilities of the Library.

13. Suggesting Materials

The Suggest-A-Book service was created to connect Queens Public Library users with books they want to read but are not found in our online catalog. The Library orders materials from approved vendors who give discounts, free shipping, tax exemption, and other benefits specific to public libraries; online retailers (such as Amazon.com and others) do not offer the same level of service and will not invoice the Library in the manner that New York City and New York State require. All suggested books that are approved for purchase will be put on hold when they arrive for the person who made the first suggestion for the book.

14. Donations

All materials presented to the Library as donations are accepted only when open to the public. Accepted formats are hardcover books, trade paperback books, paperbacks, DVDs, and CDs. Non-fiction materials must contain up-to-date information. All books, DVDs, and CDs must be in good physical condition. The Queens Public Library will not accept: encyclopedias; computer, health, finance topics or textbooks that are more than three years old; or magazines and other periodicals. Once accepted, donated items will either be added to the collection or sent for recycling.

15. Reconsideration of Materials

The Library opposes any attempts by individuals or groups of individuals to censor materials selected for its community libraries and Central Library collections. Further, the Library's decision to acquire or remove materials from its collections will not be determined by partisan or doctrinal points of view. It is the Library's goal to offer the widest diversity of views and expressions, including those which may be unorthodox or unpopular with the majority or controversial in nature. The Library's decision to acquire material does not constitute endorsement of the material's content. If a member of the community should raise a question about the appropriateness of a particular item in the collection, library staff attempts to resolve the inquiry by a review of the criteria outlined within this Selection Policy. If the individual is not satisfied with this first step response, the individual may then elect to submit a Request for Reconsideration of Library Material form (see Appendix D).

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<https://www.wallingtonpubliclibrary.org/collection-development>

Appendix A

Intellectual Freedom Statements

Library Bill of Rights:

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

Freedom to Read Statement:

<https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

Freedom to View Statement:

<https://www.ala.org/advocacy/intfreedom/freedomviewstatement>

Access to Digital Resources and Services: An Interpretation of the Library Bill of Rights:

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

Appendix B

Queens Public Library Expense Fiscal Year 2024

(July 1, 2023 - June 30, 2024)

Budget Item	Description	FY 2023 (millions)	FY 2024 (millions)	Major Variance
Library Services	Includes all expenses required to provide Library Services to the public at all locations including all books and materials, wages, benefits and facility costs.	\$90.1	\$86.8	NYC proposed budget reductions to operating subsidy
Library Materials	Includes all expenses required to provide Library Services to the public at all locations including all books and materials, wages, benefits and facility costs.	\$5.7	\$4.2	
Facilities	Custodial, maintenance, repairs, utilities, lease costs, equipment, renovations and value of contributed services	\$44.3	\$43.0	
Programs	Programs for adults, young adults and children, special events, literacy, youth counselors, job and information programs, after- school programs, summer reading, including staff costs.	\$5.2	\$4.6	
Technology	Software licenses, one-time software development, computers, network equipment, maintenance contracts, RFID equipment, technology staff	\$5.1	\$4.6	
Fundraising Expenses	Expenses for fundraising events and personnel.	\$1.6	\$1.4	
Management & General	Includes expenses for operations and management of Queens Library including Human Resources, Accounting, Legal, & Risk Management.	\$32.2	\$29.0	
TOTAL		\$184.2	\$173.6	

Appendix C

Analysis of Subject Fields

CL	Current Collection Strength
AC	Acquisition Commitment
GL	Collection Goal

1	Minimal level; only basics are collected
2	Information level; collection includes important titles and authors
3	Study level; collection meets needs of highly educated
4	Research level; collection is extensive
5	Comprehensive level; collection strives to be a complete resource

Call #	Divisions, Categories, & Subjects	CL	AC	GL	Comments
000-099	Generalities	2	5	3	<ul style="list-style-type: none"> Chinese, Hindi, & Korean: Increase 000-006 books (physical & digital) All languages: Weed 000-006
100-199	Philosophy	3	1	3	<ul style="list-style-type: none"> All languages: Ensure core titles exist & in good condition; update 150-159 Hindi: Increase e-book titles
200-299	Religion	2	3	3	<ul style="list-style-type: none"> All languages: Print collections meet current needs; keep up with works from living religious/spiritual leaders Hindi: Increase e-book titles
300-399	Social Science	2	3	3	<ul style="list-style-type: none"> All languages: Update 305.231, 306.76, 327, 332.024 Hindi: Increase e-book titles
400-499	Languages	3	3	3	<ul style="list-style-type: none"> All languages: Print collections meet current needs; weed & replace as necessary Hindi: Increase e-book titles
500-599	Natural Science	3	2	3	<ul style="list-style-type: none"> All languages: Keep updated
600-699	Applied Science	3	3	3	<ul style="list-style-type: none"> All languages: Basics in 635 for seed library expansion; weed 613 & 641 to fit new trends
700-799	Arts & Recreation	4	3	4	<ul style="list-style-type: none"> All languages: Collections are above average; new craft books circulate well when displayed
800-899	Literature	2	4	3	<ul style="list-style-type: none"> All languages: Translations of major worldly classics
900-999	Geography & History	3	3	3	<ul style="list-style-type: none"> All languages: Acquire native works & translations of biographies, memoirs, & recent historical volume when available
CD	Music CDs	3	2	3	<ul style="list-style-type: none"> All languages: Collections meet current needs
CD BOOK	Audiobooks	1	3	2	<ul style="list-style-type: none"> Hindi & Russian: Increase titles (physical & digital)
DVD/BLU	DVD & BluRay	2	5	3	<ul style="list-style-type: none"> Increase titles in all languages Weed items in poor condition to repair, replace, or discard
F	Fiction	2	5	4	<ul style="list-style-type: none"> All languages: Weed poor circulating, old pop fiction; increase new native & newly translated works Chinese & Korean: Increase native & translated print books Hindi: Increase e-book titles
MAG	Magazines	1	1	1	<ul style="list-style-type: none"> Not a priority; electronic subscriptions meet needs

Appendix D



QUEENS
PUBLIC
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Citizen's Request for Reconsideration of Library Material

Queens Public Library
8911 Merrick Blvd, Jamaica, NY 11432
(718) 990-0700 • queenslibrary.org

Material Type: Book ☐ Film ☐ Sound Recording ☐ Other ☐

Title: _____

Author/Creator: _____

Publisher/Producer: _____

Complaint represents: Self ☐ Organization ☐: _____

Other Group ☐: _____

What in the material is objectionable to you? (Please describe and be specific regarding pages and sections): _____

What do you feel might be the result of reading, viewing, or hearing this material? _____

For what age group would you recommend this material? _____

Is there anything good about this material? Yes ☐ No ☐ If yes, please describe: _____

Did you read, view or listen to the entire work? Yes ☐ No ☐ If not, which parts did you review? _____

In place of this work, what material would you recommend in order to convey an acceptable and similar message? _____

Name: _____ Date: _____

Address: _____

Telephone: _____

Email: _____