

**Oriskany Public Library  
Collection Development Policy**

**General**

The Oriskany Public Library has defined its major roles as:

- 1) Popular Materials Center, and
- 2) Formal Education Support Center.

These roles will act as guidelines for the Collection Development Policy. The library tries to provide both print and non-print materials for the educational growth and reading needs of patrons.

The library will emphasize books and reading materials first. As funds permit, other educational materials of benefit to the community may be increased including such things as DVDs.

**Collection**

- A. Children – up to seventh grade
  1. Select materials that will excite children about reading and encourage them to be lifelong library users.
  2. Supply reference materials appropriate to age levels.
- B. Young Adult – Jr./Sr. High
  1. Select materials which will enhance Jr./Sr. High School curriculum
  2. Select recreational reading that is contemporary, age-appropriate, and related to needs and interests.
- C. Adult

Collection emphasizes material that fit our role as a Popular Materials Library to include recreational and informational areas.

- D. Special Collections
  1. Large-print books
  2. New York State Collection
  3. Family Life Collection
  4. Dvds

## **Maintenance**

- A. The process of weeding is the systematic evaluation of our library's collection. The New York Library Association recommends that 5% of a library's collection should be weeded each year. This process usually takes place when needed at the Oriskany Public Library. The following guidelines are used to determine if materials should be discarded:
  - 1. Any book that has not circulated for a period of 5 years.
  - 2. Condition of book.
  - 3. Periodicals and magazines are saved for 6 months.
  
- B. Once this weeding is completed, the following steps are taken:
  - 1. Books that are removed from the collection are offered for sale at the library.
  - 2. Any that remain are discarded.

**Oriskany Public Library  
Emergency Procedures**

**I. Policy for closing library due to emergencies**

- A. The closing of the library may be required by natural, mechanical, or other emergencies.
- B. The responsibility of closing the library building rests with the Library Manager.

**II. Employee Compensation**

- A. In the event of an emergency closing of one day, all employees scheduled to work will be paid for the hours scheduled.
- B. All employees shall be paid if an emergency closing extends beyond one day. If scheduled to work.

**III. Emergency telephone numbers should be posted near the telephone.**

Fire Department	New York Telephone Repair
Police	Library Manager
Hospital	President – Board of Trustees
National Grid	

**IV. Emergency Situations**

- A. Electrical Failures
  - 1. Assist all users in exiting the building if night time.
  - 2. Determine if electrical failure is widespread or localized in the library building.
  - 3. Call authorities to determine extent or duration of electrical failure.
  - 4. Notify Board President
- B. Fire
  - 1. In case of small fire, use fire extinguisher.
  - 2. Activate fire alarm.
    - a. Make sure patrons have left the building.
    - b. Staff is to leave the building.
    - c. Close the doors upon leaving.
    - d. Notify Board President.

C. Health and Accident Emergencies

1. For any assistance that requires more than use of a first aid kit, notify the Fire Department,
2. The first aid kit is located in the Director's office.
3. Do not move an injured person who has had a bad fall or is unconscious.
4. Procedure for injury on premises: Injured party and/or library employee should immediately complete an Accident Report Form, no matter how minor the injury. If a library employee is injured, he/she must also complete a Workman's Compensation Form. The Library Manager should notify the proper authority who retains the liability insurance.

D. Weather Emergencies

1. In case of threatening weather conditions, Library Manager or Board President will determine if the library will remain open.
2. If a determination has been made to close the library:
  - a) Notify users and staff in the building.
  - b) Place notice on front door. Call WKTV for advance notification.

V. Abusive Library Patrons

- A. Violators of library rules who refuse to leave when requested will be subject to arrest. Call police immediately.
- B. Library users who harass or threaten patrons or staff, deface or destroy library materials or property, are caught stealing or engage in illegal activities will be subject to arrest. Call police immediately.
  1. Give complete details of incident.
  2. Give names of patrons and staff members involved and a complete description of subject.

ORISKANY PUBLIC LIBRARY  
Accident Report

Date \_\_\_\_\_

Time \_\_\_\_\_

Place of  
Accident \_\_\_\_\_  
\_\_\_\_\_

Name of Injured  
Party \_\_\_\_\_

Address:

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone(Home) \_\_\_\_\_ Business/Cell \_\_\_\_\_

Witness: Name \_\_\_\_\_

Address:

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone(Home) \_\_\_\_\_ Business/Cell \_\_\_\_\_

Detailed Description of  
Accident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Report Submitted By: \_\_\_\_\_

Send copy to proper authority who retains the liability policy (Board of Trustees, Village, Town, Etc.)  
Retain copy for library file.

ORISKANY PUBLIC LIBRARY  
GIFTS AND MEMORIALS

I. Conditions of Acceptance

A. The library will accept gifts under the following conditions:

1. Gift materials will be judged by the library manager using the same material selection standards that apply to purchased materials.
2. Memorial gifts of money will be accepted for purchase of materials. Materials purchased with these funds will be subject to the material selection standards of this library.
3. Gift materials will be accepted with the understanding that this library reserves the right to use them in accordance with this library's selection policy. Gift materials may be added to the collections, sold, given to other libraries, or discarded.
4. This library will not estimate the value of gift donations for the income tax considerations. The responsibility for this process lies with the donor.
5. Gifts of money, real property, and/or stock will be accepted if conditions attached thereto are acceptable to the Board of Trustees and are in accordance with all pertinent laws.
6. Personal property, art objects, portraits, antiques, and other museum objects may be accepted and then only on the condition that they may be sold, given away, or discarded at the discretion of the Trustees and the Library Manager.

II. Records Kept

A. The library will keep a record of:

1. Name, address, and telephone number of donor.
2. Description of gift.
3. Amount of cash donations.
4. Name of person if gift is a memorial

GIFTS AND MEMORIALS WILL BE FORMALLY ACKNOWLEDGED.

ORISKANY PUBLIC LIBRARY  
HOURS OF OPERATION

HOURS OPEN:

Monday – 1:00pm – 6:30pm  
Tuesday – 1:00pm – 6:30pm  
Wednesday – 1:00pm – 6:30pm  
Thursday – 1:00pm – 6:30pm  
Friday – 1:00pm – 6:30pm  
Saturday – Closed  
Sunday – Closed

HOLIDAY CLOSINGS:

The library will be closed if any of the following holidays fall on a day the library is usually open:

New Year's Day  
Martin Luther King Day  
President's Day  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Veterans' Day  
Thanksgiving  
Christmas Eve  
Christmas Day  
New Year's Eve

Holiday closings will be posted in the library a week before the holiday.



ORISKANY PUBLIC LIBRARY  
MATERIALS SELECTION POLICY

I. Materials Selection Policy

The purpose of the Oriskany Public Library materials selection policy is to guide the Library Manager and to inform the public about the principles upon which selections are made.

This policy cannot replace the judgement of the Manager, but stating goals and indicating boundaries will assist her in fulfilling her responsibility to choose from the vast array of materials available.

The library sets as its major goal in materials section for its patrons the securing of informational, educational, cultural, and recreational materials in all media that fit their needs. The library recognizes that many materials are controversial and that any given item may offend some library user. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collections and to serving the interests of its patrons.

II. Objectives

The primary objective of selection shall be to collect materials of contemporary significance and of permanent value. The library will always be guided by a sense of responsibility to both the present and future in adding overall balance. The library also recognizes an immediate duty to make available materials for enlightenment and recreation, even though such materials may not have enduring interest or value. In addition, the library will provide a representative sampling of experimental and ephemeral (trending) materials.

III. Definitions

The word "materials" used for the specific forms of media, has the widest possible meaning ( it may include books, pamphlets, maps, magazines, posters, videotapes, games, and original or reproductive artwork, dvds and cds).

"Selection" refers to the decision that must be made either to add a given item to the collection or to retain one already in the collection.

#### IV. Criteria of Selection

No item in a library collection can be indisputably accepted or rejected by any established guideline. However, certain basic principles can be applied. Every item should meet the guidelines of the Collection Development Policy and as much of the following criteria as are applicable to its inclusion in the collection.

- A. The degree and accomplishment of purpose.
- B. Authority and competency of the author, composer, film maker, etc.
- C. Comprehensiveness in breadth and scope.
- D. Sincerity and fundamental objectivity.
- E. Clarity and accuracy of presentation.
- F. Appropriateness to the interests and skills of the intended users.
- G. Relation to existing collections.
- H. Relative importance in comparison with other materials on the subject.
- I. Importance as a record of the times for present and future use.

#### V. Guidelines for Selection

- A. As an overriding guideline, the Oriskany Public Library uses its Library Bill of Rights and Freedom to Read Statement as adopted and revised by the American Library Association.
- B. The Oriskany Public Library is a member of the Mid-York Library System. Since the resources of all member libraries in the system may be available to Oriskany Library patrons, the Library shall not needlessly duplicate functions and materials. However, a particular material will be purchased if it has been asked for three or more times on a patron Request List.
- C. The Library will not provide school textbooks or curriculum related materials unless they provide information not otherwise available. Legal and medical works will be acquired only to the extent that they are useful to the layman.

- D. Other references used as selection guidelines include but are not limited to the following:
1. Mid-York Library System Book List
  2. Book List Magazine
  3. Public Library Catalog, including those specific to fiction, non-fiction, and children.
  4. New York Times Best Sellers' Lists
- E. A short range goal to add to a specific part of the collection is also a selection guideline.

ORISKANY PUBLIC LIBRARY  
PROGRAMMING POLICY

I. General Policy

The Oriskany Public Library will initiate programs, exhibits, book lists, etc. to stimulate the use of library materials and services for all ages.

II. Goals and Objectives

A. Goals

1. To encourage and develop life-long use of the library.
2. To increase usage by the community residents.
3. To actively promote library services and materials.
4. To expose and acclimate community residents with the variety of resources in the modern library.
5. To present new ideas, skills, and trends.

B. Objectives

1. Gear programs to individual and community interests.
2. Provide a variety of informative and leisure type programs such as:
  - film reviews
  - cultural ideas
  - computer orientation
  - book/media fairs
  - school class visits
  - reading clubs
  - book reviews
  - crafts
  - guest lecturers
  - magic/puppet shows
  - story hour
  - thematic discussions

III. Minimum Programming

- A. A program to promote National Library week, and Children's Book Week.
- B. Co-Sponsor programs with groups and community agencies with the support of Library Policy.
- C. Have other programs at the discretion of the Library Manager.

IV. Program Planning and Preparation

- A. The Library Manager will supervise all library sponsored programs.
- B. The Library Manager may delegate program planning, preparation, and execution to qualified library volunteers under his/her supervision.

V. Program Resources

- A. The Library will utilize resources such as:

- Friends of the Library
- Mid-York Library Headquarters
- Oriskany Historical Society
- Oriskany Central School District
- Other non-profit organizations

- B. The library will participate, when possible, in program exchanges with other libraries.

