

Collection Management Plan

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The Ontario Public Library and Its Community

The Ontario Public Library, originally chartered to serve the Town of Ontario in 1914, is home to collections totaling over 45,000 items. With circulation over 130,000 items annually, we steadily rank within the top 5 busiest circulating collections in the OWWL libraries. Our shared collection is made up of the materials owned by 42 libraries — 43 sites when the Pioneer Library Systems Headquarters collection is included. OWWL includes the New York State chartered libraries in Ontario, Wayne, Wyoming, and Livingston counties. The shared collection size of OWWL libraries including e-books is over 1.1 million.

Ontario is primarily a rural community with a number of suburban-like developments. Sixty-four percent (64%) of residents are registered members of our library and have used their card within the last three years. Among the registered borrowers, 72% are adults, 26% children, and 2% teens. The Library serves an economically diverse community.

The following data is taken from FactFinder2, the website of the official U.S. 2010 Census (factfinder2.census.gov) for the town of Ontario (ZCTA5 14519), except as noted otherwise. The official Census population is over 11,500. Thirty percent (30%) is under the age of 16. Over 40% is between the ages of 40 and 64. The median age is 42.

There is little racial diversity. The 2010 census indicates that fewer than 250 people (less than 5%) lists themselves as a race other than white. Only 1.1% (188) was reported to be Black or African American (alone or in combination with one or more other races).

The Wayne Central School District serves a student population of approximately 2,500 in five schools. Ontario Primary School serves students in grades K-2, Ontario Elementary School serves students in grades 3-5, and Freewill Elementary School serves students in grades K-5. There is one middle school and one high school. Both the Ontario Public Library and the

Walworth-Seely Public library are chartered to serve parts of the communities comprising the school district.

The 2005 mid-term census reported over 86% of residents were educated through the high school or equivalent level. The school district tax levied on behalf of the library is \$10,000 annually to each library and is at an assessed rate for Ontario tax payers of \$0.4 cents per thousand.

The Library is located in the Town Hall complex (1981) which includes a separate storage facility. In 2005, an addition was built to expand and house the juvenile collection, provide a community room, and increase staff office space.

The Library has study carrels, group meeting areas with tables, café-style seating in the teen area and comfortable seating throughout for children and adults. There are nine public use computers, three online catalog workstations, and one turn-key juvenile learning computer. The Library has public access Wi-Fi.

Several display areas are used for special purposes throughout the year. At most times there are at least two active displays. One memorial case is home permanently to a Victorian-style dollhouse with seasonally changed displays for children and caregivers to enjoy and “spy” changes.

These collections currently exist:

- Adult new materials, general fiction, paperback fiction, romance fiction, non-fiction, reference, biographies, newspapers and periodicals;
- Teen new materials, fiction, non-fiction and periodicals;
- Juvenile new materials, board books, picture books, general fiction, series, easy reader titles, paperbacks, non-fiction and biographies.
- Adult, teen, and juvenile compact disc audiobooks and music, adult and juvenile feature film and non-fiction videos are collected. Seasonal music is stored separately.
- Electronic games in a number of formats;
- Local history and Wayne Central School District high school yearbooks.
- Electronic books are budgeted for and purchased with Ontario funds.
- Subscription online databases purchased by New York State, the Pioneer Library System (PLS), and/or the Central Library (currently, Geneva Public Library) and made available to OWWL members.
- Ephemera (Antique Porcelain Dolls, etc.)

Teen and adult non-fiction books are housed together, as are biographies.

Audiobooks on cassettes and VHS format videos have been superseded and are being withdrawn.

Library Mission Statement

The mission of the Ontario Public Library is to bring people and the resources of the Library together in a congenial and supportive environment. All Library operations exist to support the delivery of information, materials and services to people of all ages in their pursuit of formal or self-directed educational and recreational interests.

Purpose of Collection Management Plan

The Ontario Public Library Collection Policy guides the library so that a balanced, quality collection on a wide variety of subjects is available, accessible and relevant to the public.

The Collection Management Plan (the Plan) serves as a guide to library staff developing new areas of knowledge in an informed climate and maintaining existing collections. The Plan guides selection, maintenance, evaluation, and weeding of the collections. Public use and demand is the primary determining factor in the development of the collection and the direction it will take. The collection will reflect popular interests with high-demand adult and youth materials as well as electronic and popular media.

This Plan supports cooperative development of Library resources among OWWL libraries.

Informational and Entertainment Media

In seeking to meet the needs and interests of multiple learning styles, the library will make available a broad range of current interest and lifelong learning materials. Video materials (currently DVDs) including video games are selected primarily for entertainment; those selected for informational and/or instructional value are subject to further consideration. These selections focus on subjects in which visual demonstration is desirable, enhance personal development, or that enrich multicultural understanding and cultural awareness. Consideration is also given to popular demand, critical reviews, and cost compared to expected demand and budget allocations. Recorded music (currently CDs) is collected in a wide variety of genres. Criteria for collection are: quality of the recording according to reviews, significance of the recording or artist, public demand, popularity, and an overall need to maintain a representative collection in various genres. The Library will provide emerging technologies, but is not able to support all formats.

Electronic Resources

Due to public demand for access to digital content, the library will continue to research, assess, and be responsive to emerging technologies applicable to the community and public libraries. Electronic resources consist of content that is stored and displayed digitally and accessed via computers and other electronic devices. Electronic formats may enable increased access to library resources. Library purchased digital content, which includes but is not limited to e-books, downloadable resources, and several online databases for registered OWWL users outside the library. The library evaluates online resources using selection criteria contained herein. In addition, consideration will be given to ease of use of the product, availability of the information to multiple, concurrent users, technical requirements to provide access to the information, and technical support and training. Because electronic resources formats are ever

changing, they are evaluated annually and the primary formats collected by the library will evolve accordingly. Reference materials traditionally available in print are increasingly available exclusively in electronic format and purchased by the New York State Library (NOVEL) or the Central Library (Geneva Public Library).

Selection Policy

The public's interests and the community's informational, educational, and entertainment needs are determining factors in the selection of materials for the library collection. The library's collection, purchases, and maintenance decisions will reflect the concepts laid out in the American Library Association documents included as Appendices to this document.

Materials are evaluated on the basis of the content of the entire work and its value to a balanced collection. Statistical data that reflect usage will impact budget allocations and selection decisions.

Selection Tools

Selection of materials results from book reviews in professional and popular journals and magazines, subject bibliographies, annual lists of recommended titles, publishers' catalogs, patron requests, and sales representatives. Standard selection tools used in the library are: *Library Journal*, *Booklist*, *Baker & Taylor Title Source 3*, *School Library Journal*, *New York Times Book Review*, and selections lists generated and disseminated by Pioneer Library Systems collection development staff. Electronic Books are selected from these same tools plus others available through e-book distributors.

Selection Criteria

The following criteria will guide selection; an item need not meet each of the criteria to be added to the collection:

- Current and anticipated public demand, interest or need
- Accurate and authoritative information
- Price
- Currency of information
- Historical or cultural significance to the Town of Ontario, Wayne County, Rochester, (NY) and the State of New York
- Critical reviews or publicity
- Duplication of content in other formats
- Format appropriate for public use
- Contemporary significance or permanent value
- Availability of material elsewhere in the region
- Value of item to existing collection

Collection Maintenance

Ongoing and regular withdrawal of materials is required to keep collections attractive, current, and responsive to community interests and needs. Space is limited and the importance of an item to a collection can change over time. An item's physical condition can deteriorate, its content can become obsolete, and crowded shelves make it necessary to discard items of limited use. The library does not remove materials from the collection for the purpose of resale. Upon withdrawal, some materials may be sold through the Friends of the Ontario Public Library.

Replacements

Circulating collections frequently require replacement of missing or worn out copies. Replacements are made based on need for the resource (including popularity), availability for purchase, and other copies available in OWWL.

Criteria for Withdrawal

Library staff considers the following criteria in choosing materials for withdrawal:

- Worn or badly damaged materials
- Frequency of use
- Superseded editions or obsolete items and formats
- Availability of other titles on the subject
- Local interest / historical significance
- Importance to Pioneer Library System's and the OWWL core collections.
- Availability online or elsewhere
- Classic or basic work in the field

Patron Requests

Requests will be considered and evaluated in accordance with the Collection Policy and this Plan.

Gifts and Donations of Materials

Gifts of books and other materials will be accepted at the Library on behalf of the Friends of the Ontario Public Library, a volunteer organization which operates used book sales. All donations will be considered for sale by the Friends at a Library book sale. When appropriate, desired materials will be routed to a Library selector to be considered for addition to the Library's collection.