

Appendix A: The Field Library's Selection Criteria

It is the objective of The Field Library to provide free and equal service to all members of the community, and as a member of the Westchester Library System, to provide further library service with access to a greater range of library resources. One of the library's most basic services is to maintain a collection of books, periodicals, audiovisual media and online and electronic resources suitable for the cultural, educational, recreational, and vocational needs of the community. In selecting material for the collection, the library is guided by the American Library Association's Library Bill of Rights, and the following specific criteria will be used:

- The library will try to build a comprehensive collection covering a wide field of interests and ideas.
- The professional staff will evaluate each item based on its literary merit, accuracy, and importance in its field. An effort will be made to utilize reviews of each item in the appropriate trade media before it is purchased.
- In selecting material on controversial subjects, all points of view will be presented insofar as materials and funds are available to do so. Material will not be excluded because of the origin, background or views of those contributing to their creation.
- The above criteria will be used to evaluate donated material as well as for library purchases.

Appendix “B”

The Field Library will utilize the services of the Westchester Library System for cataloging records. The following procedures will be in place for adding and withdrawing items in the collection.

Upon receipt of new material, Technical Services Clerks will search the Westchester Library System catalog to determine if a catalog record already exists.

Technical Services Clerks will assign classification numbers, barcodes and shelving locations in the form of simple Dewey call numbers for copy catalog records in the WLS catalog.

Technical Services Clerks will correct errors, identify and merge duplicate records and perform other record maintenance as needed.

Technical Services Clerks will print spine labels and check in new materials and prepare materials for circulation. All print materials will have a security strip placed in the spine, spine labels, genre labels and book jackets applied.

Technical Services Clerks will assign materials to the following categories:

- Adult Playaway
- Audiobook
- Biography
- Central Library Funds A/V
- Central Library Funds Foreign
- Central Library Funds Nonfiction
- Express
- Fiction
- Foreign Language
- Juvenile Audiobook
- Juvenile Fiction
- Juvenile Foreign Language
- Juvenile Launchpad
- Juvenile Movie
- Juvenile Music
- Juvenile Nonfiction
- Laptop
- Magazine
- Movie
- Music
- New York State Fund
- New Books
- Nonfiction
- Realia
- Reference

- Young Adult A/V
- Young Adult Fiction
- Young Adult Nonfiction

In the event a catalog record does not exist for an item, Technical Services Clerks will make a copy of the front and back of the item and send the copy to the Westchester Library System for adding to the catalog.

When weeding an item, Technical Services Clerks will remove the item record from the WLS catalog, stamp Withdrawn on the inside cover of the item and black out any spine labels and barcodes. Items will then be placed for sale at the Library's Book Store or if not in sellable condition, discarded through the proper disposal.

Appendix “C”

Library's Routine Evaluation of Collection Materials Schedule & Procedures

Weeding or discarding books and other library materials is part of The Field Library’s overall collection and development program. It is as important to discard books and library materials as it is to acquire new books and resources. One of the library’s most basic services is to maintain a collection of books, periodicals, audiovisual media and online and electronic resources suitable for the cultural, educational, recreational, and vocational needs of the community. The library weeds for a number of reasons:

- The most common are to save space, improve access to the collection, discard materials in poor physical condition, and make browsing easier.
- Weeding helps to maintain the vitality of the collection by keeping the information current and not outdated.
- As formats change and more information, books, magazines are accessible online, judicious weeding can provide additional space for new types of media.

The procedure for weeding involves the professional librarian who is responsible for the purchase of that portion of the collection. A second librarian reviews and checks the potential discards, and any disputed book is discussed and decided upon by both librarians. The librarian weeds materials on a timely basis with the following criteria in mind:

- Accuracy and age of information presented, and poor or outdated content.
- Duplication of multiple copies.
- Literary value.
- Date of last circulation.
- Appearance and condition.
- Specific types of books annually published that lend themselves to weeding such as almanacs, annual publications, science texts, and ephemeral material.

Appendix "D"

Form to Request Re-Evaluation of Library Resource

This Request for Re-Evaluation is governed by the Library's Collection Management Policy and the Library's current procedures for Selection and Cataloging.

For current copies of these documents, visit ADDRESS or ask at PLACE for a copy.

To initiate a Re-Evaluation of a Library Resource, please fill out the form and follow the instructions below:

NAME	
Address	
Library Card #	
Catalog # of Material of Concern	
Title of Work	
Basis of Concern (select all that apply):	<ul style="list-style-type: none"><input type="radio"/> Does not meet current Selection Criteria<input type="radio"/> Improperly Cataloged (please note specific issue)<input type="radio"/> Does not fall within needs of community
Please include any comments you would like the Library to consider:	Comments:
Date submitting form:	
Signature:	

Instructions and process:

Please only list **one work** per form.

Please submit this form by either emailing it to INSERT, mailing it to INSERT, or faxing it to INSERT.

Your submission will be reviewed by the Library Director within fourteen (14) calendar days of receipt.

You will receive a response in writing that indicates either:

a) your request for Re-Evaluation has been evaluated and no change is required;

OR

b) your request has been evaluated by the Library and the Selection or Cataloging of the item will be changed, which shall be briefly described in the reply.

If the Library determines that no action is needed, and you disagree, you may appeal this determination within fourteen (14) calendar days by submitting a copy of your original Request, and the Director's reply, together with statement saying "I request an appeal" to the Board of Trustees by either email to INSERT, fax to INSERT, or USPS to INSERT.

The Board of Trustees is an all-volunteer organization that meets no less than 4 times per year.¹ Therefore, any appeal regarding a Request for Re-Evaluation will be finalized within sixty (60) days. Any material under review will remain in circulation until such time as the Library determines it must be removed.

All Requests for Re-Evaluation will be evaluated per the Library's Plan of Service, policies, and the following excerpts from the American Library Association's Code of Ethics.

I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.

II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.

VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.

VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.

The Board of Trustees' determination is final.

Appendix "E"

**Request for Re-Evaluation of Library Resource
Form for Notice of Director's determination**

Request for Re-Evaluation of Library Resource

Notice of Director's determination made on DATE

Regarding Request for Re-Evaluation of

TITLE, CATALOG NUMBER

Submitted on: DATE

RE: Notice of Director's Determination

Dear NAME:

The Field Library received your above-referenced Request for Re-Evaluation on DATE.

In evaluating your request, I as Executive Director have applied the Library's Collection Management Policy, its Strategic Plan, and the Code of Ethics of the American Library Association.

Based on that criteria, I have determined that [the Library Resource was properly included in the Library's collection] **OR** [the Library Resource was not properly included in the Library's collection, and will be removed/re-cataloged as INSERT].

The Field Library strives to meet the needs of everyone in the community, as required by our Strategic Plan. If you would like to appeal this determination, you may direct your appeal to the Board of Trustees care of Secretary at 4 Nelson Ave., Peekskill, NY 10566.

Sincerely,

NAME

Director,

The Field Library

Appendix "F"

Template for Board of Trustees' Resolution pertaining to Trustees' Determination of Appeal of Request for Re-Evaluation

Text of resolution once decision has been reached:

WHEREAS the Board timely received an appeal of the Director's decision attached to this resolution from NAME OF REQUEST-MAKER; and

WHEREAS the Board has evaluated the appeal by applying the factors in the Library's Collection Management Policy, its Long-Range Plan of Service, and the Code of Ethics of the American Library Association;

BE IT RESOLVED that the appeal is [granted, and the item it pertains to is to be removed by the Director per library policy within 5 business days, and the Board shall notify the Request-Maker of this decision within 5 calendar days] **OR** [denied, and the Board shall notify the Request-Maker of this determination within 5 calendar days] as provided by the Library's Collection Management Policy; and

BE IT FURTHER RESOLVED that this Board re-affirms its commitment to New York State Constitution, the United States Constitution, and the American Library Association Code of Ethics, as adopted by the New York Library Association.

AYES:

NAYS:

ABSTAIN:

Appendix "G"

Request for Re-Evaluation of Library Resource
Notice of Board Determination of Appeal of Decision made on DATE
Regarding TITLE, CATALOG NUMBER

RE: Notice of Library Board of Trustees' Determination upon Appeal

Dear NAME:

The Board of Trustees of The Field Library received your above-referenced appeal on DATE. On DATE, the Board met to consider your appeal.

In evaluating your request, the board applied the Library's Collection Management Policy, its Strategic Plan, and the Code of Ethics of the American Library Association.

Based on that criteria, the board has determined that [the Library Resource was properly included in the Library's collection] **OR** [the Library Resource was not properly included in the Library's collection, and will be removed/re-cataloged].

Thank you for entrusting the board of trustees with your concerns. The Field Library strives to meet the needs of everyone in the community, and this requires careful attention to the needs of all, and the many factors governing selection of library materials.

Your understanding of, and input into, that process is appreciated.

Sincerely,

NAME

President,

The Field Library

Library Board of Trustees