

## VIII. GENERAL COLLECTION DEVELOPMENT POLICY

Revised: November 01, 2021

### Objectives

The Library is responsible for providing materials to patrons of all ages, backgrounds and opinions. The collection also serves the general educational interest, recreational and entertainment needs of the public, and reflects the racial, ethnic and cultural diversity of the community.

The collection is presented to provide individual access to information and materials in various formats, and to serve a wide variety of needs:

- To encourage and enhance personal, artistic and intellectual growth
- To educate and to inform
- To promote the joy and fun of reading
- To encourage lifelong learning

The Library neither encourages nor discourages any particular viewpoint. No material will be excluded because of the race, nationality, religion, gender, sexual orientation, political or social views of the author. Selection of the materials by the Library does not mean the Library endorses the content or the views expressed in those materials.

### Selection

Collection management decisions are the responsibility of the professional staff. Collection development supports the Library's mission statement and strategic plan.

Selection of materials is based primarily on generally positive reviews in credible sources, such as trade and popular journals and magazines, publisher announcements, annual lists of recommended titles, catalogs and websites. Collection materials are evaluated according to the following criteria:

- Appeal to community needs and interests
- Appropriate for intended audience
- Support or enhance library collections, programs and services
- Literary and artistic merit
- Authority, accuracy, clarity and integrity of content
- Author reputation and significance
- Persistent and/or timely value
- Quality and sustainability of the physical format
- Cost proportionate to expected use
- Availability from member libraries

The library encourages public suggestion of items and subjects to be considered for the collection. Serious consideration will be given to purchasing patron requested materials when these requests meet collection objectives. Remaining requests may be met through resource sharing with other libraries.

### **Gifts and Donations**

Members of the public may give or donate books and materials to the Library at the discretion of the Library Director. All donations become property of the Library and will be used or disposed of based on their suitability.

Direct gifts and bequests of periodicals and/or gifts of individual periodicals are not accepted.

### **Access**

The Library considers reading, listening and viewing to be individual, private matters. The Library believes that full, confidential and unrestricted access to information is essential. While anyone is free to select or reject materials for themselves or their minor child(ren), the freedom of others to read or inquire will not be restricted. Only parents and guardians have the right and responsibility to guide and direct the choices of the own minor child(ren). The Library does not stand in the place of parents.

### **Collection Review**

Materials reflecting the diversity of values and viewpoints present in our society are included in the collection. The Library is a forum for information and ideas. The library provides books and other library resources for the interest, information and enlightenment of the community.

### **Withdrawal of Materials**

The Library recognizes that withdrawing materials from the collection is an important part of maintaining the Library collection. Withdrawal of materials is the responsibility of the professional staff. The Library collection is evaluated on an ongoing basis based on the same factors as the selection policy. Weeding of materials helps maintain a strong core collection and is the responsibility of the director. Withdrawn materials will be held for sale, donated or disposed of at the discretion of the director.

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