

Collection Development Policy

The Board of this library, recognizing the pluralistic nature of this community, has established the following guidelines to be used in library materials selection.

- I. Library Material Selection Policy
 - A. Library material selection shall be the responsibility of the Library Director and designated members of the professional staff.
 - B. Selection of materials shall be made on the basis of interest, information, and enlightenment value to members of the community. No materials shall be excluded because of the race, nationality, or social or political views of the author.
 - C. The Board accepts and defends The [Library Bill of Rights](#) and [The Freedom to Read](#) policies of the American Library Association. Patrons are free to restrict their own choices, but may not impose those choices on others. Therefore, whenever a censorship issue is involved, the library will not withhold or withdraw materials unless so ordered by the courts or action of the library board.
- II. Criteria for Selection (*One or More May be Used When Selecting Materials*)
 - A. Materials will be selected according to needs reflected by:
 - i. Anticipated use of material
 - ii. Demand for author's work or subject
 - iii. Timeliness of publication
 - iv. Special requests from patrons
 - v. Budget limitations
 - vi. Community Standards
 - B. Materials will have aesthetic, literary, or social value and will meet high standards of quality in factual content or presentation.
 - C. Physical format and appearance of materials will be suitable for their intended use.
 - D. Selection of materials on controversial issues will be directed toward maintaining a balanced collection representing various views.
 - E. Materials will be selected to maintain balance and proportion in the collection as a whole.
 - F. Additional criteria may apply to the evaluation of electronic resources including but not limited to databases, eBooks, eAudiobooks, eMagazines, and streaming services.
 - i. Ease of use
 - ii. Locational access (in-library or remote access)
 - iii. Hardware/Software compatibility
 - iv. Copyright and Licensing Agreements
 - G. When possible, digital materials and content are selected in accordance with this policy. However, digital materials may be provided through a content aggregator or vendor. As such, the inclusion or exclusion of specific titles in these collections is made by the vendor and may not conform to this policy's guidelines.
- III. Multiple Copies

- A. It will be at the discretion of the Library Director, or such members of the professional library staff, as to when multiple copies of materials are needed for the collection.

IV. Gifts

- A. Gift materials will be judged by the criteria in Section II and the Gift Policy
- B. The Library may accept all collection donations, but the Director (or other professional staff) will decide by means of criteria whether to add the item to the Library's collection or not. Donations not added to the Library Collection will be sold to the Friends of the Library.
- C. The Library may accept all monetary donations. Unusual stipulations shall be the responsibility of the Library Board of Trustees.
- D. Collection gifts may be discarded if they no longer meet the selection criteria.
- E. Generally the library does not collect rare materials, materials requiring conservation or curation, and materials used only for scholarly or professional research.

V. Periodicals

- A. Periodical titles will be chosen based on criteria in Section II.
- B. The Director (or other professional staff) will decide which magazines and newspapers will be kept for reference purposes and for how long.

VI. Video Recordings / Games

- A. It is the parent's responsibility to limit access to electronic media, videos, or video game resources by a child under seventeen years of age if the media, video, or resource has been assigned a rating of R or NC-17, or a comparable rating, by the motion picture association of America, the film advisory board, or the entertainment software rating board.

VII. Equipment (Library of Things Collection)

- A. Library staff will select materials based on the needs and interests of library patrons as well as other applicable guidelines set forth in this policy.

VIII. Weeding

- A. Selection is an ongoing process that should include the removal of materials no longer appropriate and the replacement of lost or damaged materials of value.
- B. The Director (or other professional staff) will decide by using the criteria in Section II as to what should be discarded.
- C. Multiple copies are weeded as demand decreases.
- D. The Library will sell weeded items to the Friends of the Library.

IX. Intellectual Freedom

- A. The Library is committed to the principles of Intellectual Freedom. As a public library, the library has a responsibility to provide materials that represent various subjects, ideas, and viewpoints, including those that are controversial, unpopular or unconventional. Content including language, description, or subjects that may be judged offensive by some does not disqualify material that on the whole has been provided for under the criteria for selection. Customers can freely choose to reject materials of which they disapprove for both themselves and their children. It is not

their right to restrict the freedom of others to do the same. Inclusion does not constitute an endorsement of material content.

X. Concerns About Library Materials

- A. Concerns about library materials will be referred to the Library Director for a response. See also the “Request of Reconsideration” policy.

XI. Placement of Materials

- A. The library uses the Dewey Decimal classification system and Library of Congress subject headings to place materials in subject areas and shelving. Selectors also consider age recommendations in reviews as items are classified. Shelving areas are divided into areas such as children, youth, and adults for ease of use, but customers of any age may use materials in all sections of the library. It is the responsibility of the parents or legal guardians, not Library staff, to monitor library use by minors.