

## 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 race, nationality, 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.
- II. Criteria for Selection (One or More Maybe 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.
- 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.

V. Periodicals

- A. Periodical titles will be chosen based on criteria in Section II.
- B. Current issues will be placed on shelf for use in the Library and may not be checked out.
- C. 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 parents' responsibility to limiting 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 interest 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 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.