

**Title 2:
Chapter 1:**

**Services
Collection Development**

02-01-01 Philosophy

- a) The Board of Trustees delegates the responsibility for the selection of library materials to its staff whose education and experience prepare them for this important function. As such, it is the responsibility of the Director to establish a collection that is diverse in content and form limited only by the interests of the Two River's community and financial constraints.

Library collections shall be developed that promote a free exchange of information and ideas. Every attempt will be made to balance opposing viewpoints on controversial issues. No person or group will be allowed to impose his or her personal philosophy or prejudices on collection development. Neither shall the philosophy of the majority of Two Rivers Citizens impinge on the rights of a minority to free access to information.

- b) All library collections will be open to use by all citizens of the community regardless of age, gender, ethnicity, or socio-economic background. The staff of the library cannot serve in *loco parentis*. While the library recognizes the rights of parents and legal guardians to be involved in their children's education and reading, the library also recognizes the rights of youth to free access to information. To that end, the library encourages parents to establish open communication with their children and to be aware of the reading/viewing/listening habits of their children.
- c) The ultimate responsibility for collection development rests with the Director. He/she may delegate responsibility for selection to appropriate staff such as the Adult Services Coordinator and the Youth Services Coordinator.

02-01-02 Selection

- a) The Lester Public Library selects, acquires, organizes, and preserves library materials both of current interest and of permanent value. Selection of materials is based on the principles described in this policy. Selection of any item does not constitute endorsement of the author's viewpoint, nor does the library endorse particular beliefs or views.
- b) Content, quality of writing and readability are major considerations. Each of the following criteria is provided as a general guideline for consideration in purchasing all materials. Included in the collections are books, periodicals, DVDs, music CDs, audiobooks and e-content.

- c) While a single standard cannot be applied to each work the following general criteria are used in selecting materials for purchase by the Lester Public Library:
- 1) Importance and value to the collection
 - 2) Reputation, credibility and /or authoritativeness of the author, artist, publisher or producer
 - 3) Current appeal, popular demand and timeliness
 - 4) Significance of the subject matter
 - 5) Local interest
 - 6) Availability or scarcity of materials on the subject
 - 7) Cost
 - 8) Level of difficulty and specialization
 - 9) Reviews, summaries and descriptions of materials
 - 10) Format suitability
 - 11) Accessibility to materials elsewhere in area libraries
 - 12) Physical quality and level of durability
 - 13) Ability to collect and maintain complete series
- d) The Director shall approve the individual selection tools used by selectors. In general, they would include both professional journals published for librarians as well as any media used by the general public to make their personal reading/viewing/listening choices.

02-01-03 Gifts

- a) Gifts of books and other materials to the library are welcome. Gifts of books will be subject to the same selection criteria applied to purchased material. Gift books will be evaluated by either the Adult Services Coordinator or the Youth Services Coordinator. All gifts of materials are considered unrestricted; the library reserves the right to use or dispose of any material in any way deemed to be in the best interests of the library and the community.
- b) Gifts of money for collection development purposes are welcome. The Director may refuse gift money with specific restrictions attached that are judged not to be in the best interest of the library and community. Any refusal may be appealed in writing to the Board of Trustees. Appeals must be received by the Director at least 10 days prior to the regular monthly meeting at which the matter will be discussed.
- c) Appraisal of books and other materials for tax purposes is the responsibility of donors. Library staff cannot assign a monetary value to donated items.

02-01-04 Deaccessioning Library Collections

- a) Systematic removal of materials is essential in order to maintain the quality, health, currency and purpose of Library collections. Factors considered in the examination of materials for removal include:
 - Accuracy: if it is now misleading or inaccurate
 - Physical condition: if it is in poor condition and not repairable
 - Dated: if it is superseded by a new edition or by newer and better information on the subject
 - Significance: if it is of no discernable merit
 - Usage and relevancy: if it lacks usage and is irrelevant
 - Circulation: if it has not circulated or been used for a long time in accordance to a given collection.
- b) Withdrawn items may be given to the Friends of the Library for resale.

02-01-05 Reconsideration of Library Material

- a) Any member of the public may make a request to the Director for reconsideration of any library material. Such requests must be made in writing on an official reconsideration form.
- b) Upon receipt of both a written request for reconsideration and the item in question, the Director shall provide a written response to the complainant within 21 days, including the Director's decision as to the removal of the item. In the process of framing a response, the Director may consult reviews of the material as well as the opinions of other library staff.
- c) If the complainant is not satisfied with the Director's response, the complainant may appeal the request to the Library Board. Such appeals must be made in writing and attached to the complainant's original request for reconsideration. Such appeals must be made 10 days prior to the monthly Board meeting at which the request will be considered.
- d) The Board shall decide by a majority vote of the members present during a regular meeting whether it wishes to consider further, and possibly act on, a request to remove an item from the library. If the Board agrees to further consider the request for reconsideration, the possible action shall be placed on the agenda of the next regular Board meeting.
- e) If, by a majority vote of the full Board, it is determined that a mistake has been made in including an item in a collection, that item may be removed or reclassified as recommended by the Board.

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