

Title: Collection Development Policy

Effective Date: 03/19/19

Authorized By: Library Board of Trustees

Date of Last Revision: 03/16/21

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### **Purpose**

The Gas City-Mill Township Public Library's Collection Development Policy serves as a guide for library staff who are responsible for collection development, and to answer library user's questions related to materials selection.

The purpose of collection development is to obtain, organize, and make readily available to patrons print, digital, and other resources for use in pursuing information, education, recreation, and entertainment.

The aim of effective collection development is wise and efficient use of available funds to secure the best resources for the community. This service will be provided through the offering of a well-selected and well-maintained collection of library materials in a variety of formats and delivery methods.

### **Responsibility**

Final responsibility and authority for the selection and maintenance of library materials rests with the Library Director acting within the framework of the policies of the Board of Trustees. Selection of specific materials is delegated to appropriate staff at the discretion of the Library Director. The library also receives, welcomes, and evaluates suggestions for library materials from the community.

### **Intellectual Freedom**

The Gas City-Mill Township Public Library is dedicated to protecting every individual's right to read, investigate, learn, think, and form an opinion. When selecting materials, the library does not promote any particular belief. The Library Board supports the library's efforts to provide equal, open access to all materials. The library endorses the Library Bill of Rights, as published by the American Library Association, and the Freedom to View statement adopted by the American Film and Video Association.

### **Selection Guidance**

Professional librarians use their experience and knowledge of books and other resources, publishers, the community, and the overall library collection in the process of collection development. Also, collection development includes resources that present diversity in perspectives. The library does not discriminate against any material due to the political, racial, religious, or social viewpoints that are expressed therein. The decisions to purchase resources in which some library users may consider offensive is guided by qualified reviews; the general intent of the author or artist; the status of the material as literary, artistic, or educational; and popular demand.

### **Selection Criteria**

General selection criteria for all areas will include the following:

- Accuracy and authoritativeness of the material
- Quality of writing and reputation of the author
- Date of publication and currency of information
- Cost and availability of material
- Availability of space
- Local importance or historical value
- Interests and needs of the community
- Physical durability and quality of the format
- Need for a balanced collection with multiple viewpoints

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### **Selection of Materials for Adults**

The selection of adult materials is subject to the selection criteria outlined in this policy. The library maintains a diverse collection of materials designed to satisfy the needs and interests of a wide audience of adults in the Gas City-Mill Township community. Selection of adult materials is not inhibited by the possibility that materials may inadvertently fall into the hands of children. Library materials are not sequestered except for the express purpose of protecting them from damage or theft. The library does not advocate labels or rating systems for materials except for the use of directional labels for ease of access to the collection. The library affirms the rights of individuals to form their own opinions about resources they choose to read or view.

### **Selection of Materials for Minors**

The library selects materials for children and teens with the intent to foster reading, to support recreational interests, and to provide materials on a wide range of topics to spark natural curiosity and broaden interests. The library encourages materials that reflect diversity and encourage an understanding of the community and the world. Selection of children's and teen material is subject to the selection criteria outlined in this policy, as well as review of appropriateness of content and suitability of subject and style for the minor audience. The children and teen collections are shelved in age appropriate sections designated for them. Lists of recommended titles and staff guidance are provided to help children and teens select age appropriate materials.

### **Responsibility of Use of the Collection by Minors**

Only parents or legal guardians have the authority and responsibility to decide the reading, viewing, or listening use of library materials for their own minor children.

### **Formats**

All formats are considered viable parts of the library collection and will be selected based on need and demand. In general the most durable formats should be selected whenever possible.

### **Electronic Resources**

Electronic resources in all formats are considered a vital part of the collection and will be selected according to demand.

### **Selection Based on Local Interest**

The library will attempt to purchase materials of local interest or those created by local authors or artists. These selections will be subject to the same selection criteria as all other materials.

### **Standards in Content and Quality**

Competent and objective opinion is sought from a variety of reviewing sources as to factual accuracy, effective expression, significance of subject, and sincerity and responsibility of authorship. At times, however, the need for material on a certain subject or viewpoint may outweigh shortcomings of style, content or format.

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### **Patron Requests**

Patron requests for materials are encouraged and will serve as an important selection tool. In all cases the materials requested by patrons will be given precedence over other selections, however all materials must meet the standards for quality and authoritativeness outlined above. The library reserves the right to not purchase any item for any reason. Interlibrary Loan should be considered for materials that will not have continued demand in the library collection. Items that are repeatedly requested through interlibrary loan should be considered for selection.

### **Requests for Reconsideration**

Any person who has concerns regarding the content or quality of any book or other library material has the option to express their concerns. When any patron expresses a concern about material they will be informed of the library's position of opposition to censorship. The patron will be immediately directed to the Library Director. The Director will attempt to address the patron's concerns without formal action whenever possible. The Director's position will always be against the removal of items from the library collection. If no agreement can be reached the Director will assist the patron in taking their concern to the Library Board of Trustees. The request for reconsideration will be taken to the Board of Trustees at their next regular meeting. The final determination regarding the disposition of the request for reconsideration is made by the Board of Trustees.

### **Collection Maintenance, Replacement and Weeding**

The library will be committed to a continuous process of withdrawal of materials. Each collection will be reviewed at least once every two years to remove outdated or damaged materials. A continuous process of withdrawal ensures that each collection contains relevant, attractive materials and that the collection size does not exceed the allocated space. The area served, interests of the users, and available space determine the appropriate size of the collection.

Materials will be considered for removal from the collection based on the following criteria:

- Worn or damaged
- No longer relevant or timely
- No longer accurate
- Low use
- Multiple copies of a title no longer in demand

Specific guidelines for weeding will be addressed in the Collection Development procedure. In most cases materials should not be replaced directly. Materials may be replaced with new editions or copies, or new or similar titles in the subject area if they meet the following criteria:

- Publication within three years if the item has more than three checkouts per year
- Historical circulation of more than five checkouts per year regardless of age
- Inclusion in any professional list of core collection items only if the item has maintained at least three checkouts per year
- Specific request by library staff for materials that they determine to have continued value