

## **Collection Development**

### **Selection:**

The librarian is primarily responsible for the selection of books and other materials for the collection, but final authority rests with the library board in any question of wisdom of selection. The librarian selects on the basis of information found in standard library selection aids; on the advice of experts who may be consulted and in the cases where the librarian feels this is warranted; and when feasible, on direct examination of the material itself. Other criteria for the selection are the specific needs and interests of the community and the library's existing collection, services and budget.

Qualities sought in selection of materials include permanent or timely value, authoritativeness, clear presentation and readability and social significance. No book or material shall be excluded because of race, nationality or political, social or religious views of the author.

The library will endeavor to maintain a collection presenting a balanced point of view concerning the problems and issues of our time.

### **Gift Acceptance:**

The library welcomes suitable gifts of money, books and related materials as a method of expanding its services to the people.

The same selection policy applies to books and materials acquired through gifts as to those acquired by purchase.

In an effort to maintain a balanced collection, the library welcomes the opportunity to make suggestions to potential donors as to what items are most needed.

The library will accept as gifts only those items it feels will be worthwhile additions to its collection. Any items that are dirty, moldy or unusable for the library will NOT be accepted and must leave with the donor or will be immediately thrown away in order not to harm the current collection or cause damage to the employees or the building.

No library personnel shall attempt to offer a monetary valuation statement to the donor for tax or other purposes.

The Library Director will have the final say of all donated materials.

### **Maintenance: Withdrawing of Materials**

The library maintains an ongoing process of weeding the collection. Materials discarded include no longer used or needed items, damaged or worn copies, outdated material and duplicates. Frequency of circulation, community interest, availability of other materials on the subject and the limitations of space are taken into consideration. The withdrawn materials are sold, traded, destroyed, or disposed of in any way the director and library board deem appropriate. Five years is the minimum time of inactivity for a book to be weeded.

Items for check out will be entered in the system using the Dewey Decimal System, with the exception of magazines.

## **Censorship:**

In order to establish guidelines for acquisition of materials of potentially controversial nature, the policy of this library shall be to select materials on the basis of their accuracy and authenticity, the reputation of the author, publisher and the social and/or artistic merit of the work regardless of the frankness of the language or controversial manner an author may use.

1. The library believes strongly that books are vehicles for thought, and that their censorship represents a violation of the freedom of thought which is an implied part of freedom of speech.
2. Judgment of a book is based on a thoughtful review of the whole book, as well as a consideration of reviews found in responsible publications. An item is not excluded from the collection on the basis of its faults alone; each item is judged in terms of a weighing of faults and merits.
3. While collections are provided for children (to grade 6) and for young people (grades 7-12), use of adult library material is not restricted by staff according to patron's age. Limitation in juvenile reading is considered a parental responsibility and not a function of the library.
4. Because it is the library's responsibility to acquire a wide range in subject and treatment, the choice of materials that will suit the personal taste is left to the individual.
5. The library supports the American Library Association Bill of Rights.
6. The library believes that censorship is a purely individual matter and declares that while anyone is free to reject for himself books of which he does not approve, he cannot restrict the freedom of others to read.

## **Reconsideration of Materials**

Persons' wishing to protest the presence of an item in the collection should fill out in full and sign a "Request for Reconsideration" form, available at the library. This written complaint will be taken to the Board of Trustees at its next regularly scheduled meeting. No item shall be removed from the library without a court order if the Library Board and the Librarian deem it appropriate for the collection.

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