

II.

LIBRARY COLLECTION DEVELOPMENT

DATE APPROVED - UNKNOWN

REVIEWED – 5/94, 10/98, 6/99, 11/02, 4/04, 8/13/07, 4/14/11, 3/09/15, 6/10/19, 2/27/23

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A. The Library supports and follows the principles of the Library bill of rights, and shall, within its budget boundaries, provide a variety of materials representing a diversity of opinion. The primary role of the Library is to provide popular materials; secondary role is to serve as a pre-school door to learning.

B. The Library director shall select materials for collection development. The board President will appoint one or more trustees to assist in the selection process, guaranteeing a diversity of opinion.

C. Material Selection:

Materials shall be selected on the basis of reviews from professional journals, need and demand. Requests from patrons and staff are welcome and shall be considered.

1. Criteria for Adult Materials:

a. Fiction

i. Demand - Is the subject or author popular?

Aesthetic quality - Does the work have artistic merit?

iii.

b. Non-Fiction and Reference

i. Authoritativeness - background, reputation of author, publisher, sponsoring body

ii. Accuracy

iii. Impartiality

iv. Recency of data - Is the material up to date?

v. Adequate scope - Are all important aspects covered?

vi. Appropriateness - Is the work presented at a level that can be comprehended by the intended user?

vii. Relevancy

viii. Technical aspects - Are illustrations accurate and do they relate to the subject matter?

ix. Special features - Are bibliographies, appendices, notes and guides to the material included?

x. Cost effectiveness

xi. Durability

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2. Criteria for Children and Young Adults:

- The same guidelines apply that are used in selection of adult materials. Materials shall be selected to aid young people in understanding and coping with their lives, as well as to entertain. Reference material shall be appropriate for the audience it is addressing.

D. Duplication of Materials:

- Duplication of materials is indicated only when a variety of formats is desired, such as large print, books on tape and videos. Duplication of popular authors shall be paperback. Otherwise, for a library of this size, duplication is not desirable.

E. Donations:

- Materials that are donated to the Library must meet the same guidelines as those used in the selection process. Should donated materials not be found suitable for the library collection, they shall be sold for library gain or given to The Friends of Wellman-Scofield Public Library for purpose of their own sale, gain and library oriented activity.

F. Memorial Books:

- The Library is honored to receive a book as a memorial to a friend or loved one. All memorial books shall be clearly designated as memorials with a bookplate listing the person honored and the donor.
 1. All memorial books must meet the general criteria of the collection development policy.
 2. The donor may purchase the book and give it to the Library, or the donor may give money to buy a book. If the Library is entrusted to buy the book, every effort shall be made to choose one of lasting value which represents the interests of the person memorialized.

G. Reconsideration of Library Materials:

- Once an item has been selected, it will not be removed from the collection at the request of persons or groups who disagree with its contents unless it is in violation of the principles set forth in this policy statement.

1. Patrons who wish to object to materials in the library's collection may do so by requesting and completing a "Request for Reconsideration" form available at the circulation desk. The library welcomes such interest in its collection and assures patrons that all written requests for reconsideration will be given serious attention.

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2. Completed "Request for Reconsideration" forms are evaluated by the Library Board of Trustees, which will review the request and the challenged material. The Library Board of Trustees will respond in writing to the complaint.
3. Challenged materials will not be removed from the public shelves while awaiting resolution of a request for reconsideration.
4. Final decision in resolving reconsideration requests rests with the Library Board of Trustees.
5. An item may only be reviewed/reconsidered once every 2 years.