

## **[LIBRARY LETTERHEAD]**

### **COLLECTION DEVELOPMENT POLICY**

#### **Purpose**

The mission of the [LIBRARY NAME] is to [STATE LIBRARY'S MISSION]. The [LIBRARY NAME] recognizes its responsibility to carefully select and maintain its print, nonprint, and digital collections in support of this mission and has therefore adopted this Collection Development Policy.

The primary goals of [LIBRARY NAME]'s Collection Development Policy are to:

- Acquire materials that will fill educational, informational, and recreational needs of the community in all subject areas.
- Expand areas of knowledge with a focus on changing social values, technological advances, and cultural differences in the selection, evaluation, and reevaluation of all resources.
- Make resources available to every patron regardless of national origin, age, background, or personal beliefs.

The [LIBRARY NAME], as part of this Collection Development Policy, uses the following documents as guiding principles: Library Bill of Rights, Interpretations of the Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement. These documents may be viewed on the American Libraries Association (ALA) website [www.ala.org](http://www.ala.org).

#### **Authority**

The Director administers development of the library's collection under the authority of the Board of Trustees. At the discretion of the Director, qualified staff may be assigned selection and deaccession responsibilities.

#### **Scope of the Collection**

The collection serves the [LIBRARY NAME] community from birth through adulthood and includes a wide range of materials in a variety of physical and digital formats.

The Children's Collection serves children from birth to approximately 12 years of age, as well as the parents, caregivers, teachers, and professionals involved in service to children. Responsibility for monitoring a child's access to library resources rests with the parent(s) or legal guardian(s).

The Young Adult ("Teen") Collection focuses on the informational and recreational needs of adolescents (approximately grades 7 – 12). Responsibility for monitoring a teenager's access to library resources rests with the parent(s) or legal guardian(s).

The Adult Collection serves adults of all ages.

### **Criteria for Materials Selection**

While a single standard generally cannot be applied, potential resources are judged by appropriate criteria and/or considerations, including but not limited to:

- Relevance to community needs, interests, and demands
- Balance with the current collection
- Suitability to the intended audience including subject, style, format, interest, and reading level
- Reputation of the author, composer, filmmaker, publisher, or producer
- Accuracy, clarity, currency, and comprehensiveness
- Receipt of or nomination for major awards or prizes
- Durability, ease of use, and ability to be housed in a library collection
- Price

Standard professional journals, as well as popular and local media sources, are also used in the selection process. Patron requests will be considered if the item is available, the item is consistent with this Collection Development Policy, and the item does not place a stress on the materials budget.

The library's acquisition of any resource does not constitute endorsement.

### **Criteria for Withdrawal**

The library continually evaluates its collection. Resources are withdrawn from the collection in order to maintain its usefulness, currency, relevance, and condition.

Considerations for withdrawal include:

- Condition (example: damaged or missing parts)
- Dated content, accuracy, reliability, and/or relevancy
- Low use
- Online availability of content
- Space limitations [as new items are acquired]
- Multiple copies of an item no longer necessary

Deaccessioned materials may be sold, offered to other libraries or non-profit organizations, recycled, or discarded.

### **Request for Reconsideration of Library Materials**

The [LIBRARY NAME] welcomes comments and suggestions regarding the continued appropriateness of materials in the collection. Suggestions will be considered and may be utilized by the library in the ongoing process of Collection Development.

Individuals may take issue with library materials that do not support their tastes and views. The Director is available to discuss concerns and identify alternative materials that may be available. If a concern is not satisfied through this discussion, a formal, written Request for Reconsideration of Library Materials may be submitted. Copies of this form are available at the library.

For a Request for Reconsideration of Library Materials to be reviewed, the form must be completed in full. The patron submitting the request must be a resident of the [LIBRARY NAME]'S chartered service area and hold a OWWL library card in good standing. The Director will respond in writing within thirty days (30) of receipt to the Request for Reconsideration. The response will indicate the action to be taken, if any, and reasons for or against the request. An item will only be evaluated for reconsideration once in a 12-month period. All requests will be considered in light of the library's Collection Development Policy, including documents of the American Library Association listed in its "Access Statement," the opinions of various reviewing sources, and any other appropriate source.

The [LIBRARY NAME] is not a judicial body. Laws governing obscenity, subversive materials, and other questionable matters are subject to interpretation by the courts. Therefore, no challenged material will be removed solely for the complaint of obscenity or any other category covered by law until after a court of competent jurisdiction has ruled against the material. No

materials will be knowingly added to the library collection that have been previously determined to be in non-compliance with local, state, and federal laws.

Censorship is purely an individual matter. This Collection Development Policy defends the principles of Freedom to Read, See, and Hear and no material shall be removed from the collection unless it violates this policy.

### **Ongoing Use Evaluation**

The Collection Development Policy will be periodically evaluated in relation to the mission of the [LIBRARY NAME] by the Director and Board of Trustees. The Director and Board of Trustees may update or modify this policy as needed.

Questions or concerns regarding the [LIBRARY NAME] or this policy should be forwarded to the Director.

ADOPTED by the [LIBRARY NAME] Board of Trustees \_\_/\_\_/2020