

Flora M. Laird Memorial Library

Collection Development Policy

Purpose

The collection development policy guides library staff in effectively using the library's resources in the selection of materials and establishes guidelines for collection evaluation and improvement.

Responsibility for Collection Development

The Library Board adopts the collection development policy. The Board authorizes the Library Director to administer the policy. The Director may designate staff members to assist in implementing the policy.

Criteria for Selection

The library gives high priority to those materials most in demand by patrons and encourages input from the community concerning collection development. Selection of material should not be construed as endorsement by the library of its content. The library will attempt to present a broad representation of issues of a controversial nature. Library staff will use a variety of criteria in selecting material, including but not limited to:

- Public demand and interest
- Material of local authorship or interest, current or historical
- Critical reviews
- Price and availability
- Accuracy and authority
- Timeliness and relevance
- Relation to the existing collection

Generally, the library does not collect textbooks or other curriculum-related materials.

Gifts

Gifts to the library will be evaluated using the same criteria as newly purchased material. Donate material may be added to the collection, sold to benefit the library, given to another library, donated to another agency, or discarded. The library will not appraise the value of donated material.

Weeding/Deselection

An active weeding program is essential in maintaining a current and relevant collection. Criteria for weeding include:

- Obsolescence or factual inaccuracy
- Condition
- Presence of duplicate copies
- Circulation statistics

Reconsideration of Library Materials

The library collects materials representing diverse viewpoints. The Flora M. Laird Memorial Library Board supports and defends the principles stated in the *ALA Freedom to Read* and *ALA Freedom to View* statements. Patrons may request a selection decision to be reconsidered by submitting a written "Request for Reconsideration of Library Materials" form to the library director. The director's decision will be made known to the complainant in writing. The library board will be informed of the decision at its next meeting. If the complainant is not satisfied with the director's decision, they may request, in

writing, that the library board review the material. The complainant will again be notified of the decision in writing. The library board's decision is final.

Approved 19 December 2006

Reviewed 8 September 2020