

SECTION III Collection Development

Materials Collection

Approved by Board of Trustees, 06/28/2011

- A. Acquisition Responsibility: The ultimate responsibility for selection policy lies with the Board of Trustees. Customarily, the Board of Trustees delegate to the Library Director the authority and responsibility to select materials for the development of the collection. At the discretion of the Library Director, some selection responsibility may be delegated to other staff.
- Materials will be selected through various means including published reviews in recognized periodicals and newspapers, publisher's preview collections, bibliographies and other professional resources.
 - Materials will be judged using the applicable guidelines of collection needs, literary quality, accurate information, favorable reviews, timeliness and presentation of all points of view concerning issues.
- B. Censorship: Selection of materials for the adult collection will not be affected by the fact that children may obtain literature that their parents consider inappropriate. Ultimate responsibility for the use of reading materials by children rests with their parents or legal guardians.
- C. Request for Reconsideration: If a patron objects to an item in the library collection, their written and signed objection will be required on a standard form provided by the library. This formal objection will be reviewed at a regular Trustees' meeting and the patron will receive a written reply (See Appendix 8).
- D. Collection Analysis & Maintenance: The collection will be evaluated on a continual basis and systematic withdrawal of materials will occur. Material will be discarded when they have been judged to be dated, inaccurate, seldom used, in poor condition or otherwise no longer appropriate.