

**SUBJECT: MATERIAL SELECTION/COLLECTION DEVELOPMENT POLICY**

1. **PURPOSE:** To clarify the decision making process as it applies to the selection and collecting of library materials in order to facilitate a consistent approach to collection development.
2. **SCOPE:** This policy covers the criteria to be used in the collection of materials in order to foster lifelong learning and enjoyment to all residents of Readlyn and the surrounding area in a caring and financially responsible way.
3. **GENERAL:** The Readlyn Community Library's mission is to promote reading and provide access to materials in all formats to meet resident's informational, cultural, educational and recreational needs.
4. **RESPONSIBILITIES:**
  - a. Library Board of Trustees will:
    - i. Develop and approve the library Material Selection/Collection Development Policy
  - b. Library Director will:
    - i. Develop Material Selection/Collection Development as necessary
    - ii. Ensure all staff and volunteers are informed of Material Selection/Collection Development Policies and/or Procedures
    - iii. Monitor and evaluate library adherence to the Material Selection/Collection Development Policy
    - iv. Be familiar with the Library Bill of Rights and Freedom to Read Statement
  - c. Library Staff will:
    - i. Be aware of Material Selection/Collection Development Policies and/or Procedures
    - ii. Follow policy guidance to their best ability and ensure their actions are safe, professional, and within library standards
    - iii. Be familiar with the Library Bill of Rights and Freedom to Read Statement
    - iv. Report positive/negative policy observations to the Director
5. **MATERIAL SELECTION:**
  - a. Responsibility for the selection of library materials:
    - i. The ultimate responsibility for selection of library materials rests with the Library Director. This responsibility may be shared with other members of the library staff; however, because the Director must be available to

answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations.

- ii. Challenged materials which meet the Criteria for Selection in the Materials Selection Policy will not be automatically removed under pressure. Review of a challenged item will be conducted as outlined in the reconsideration policy

b. Selection Criteria:

- i. The general public and all staff are encouraged to make suggestions or comments on materials. Consideration is, therefore, given to requests from library patrons and books discussed in public media.
- ii. The main points considered in the selection of materials are:
  - 1. Individual merit of each item
  - 2. Popular appeal or demand for material
  - 3. Suitability of material for the intended audience
  - 4. Relationship to existing materials in the collection
  - 5. Price, in relation to budget
- iii. Addition of a book to the library's collection in no way represents an endorsement of any theory, idea, or policy contained therein.
  - 1. The library will make every effort to maintain neutrality in the selection process and provide materials offering a variety of viewpoints.

6. REMOVAL OF MATERIALS (WEEDING):

a. Weeding Criteria:

- i. Appearance. Books of antiquated appearance that might discourage use; badly bound volumes with soft or frayed bindings; broken spines; missing pages; poorly printed works; poor illustrations or paper which is yellowed or translucent; dingy or torn covers are all candidates for weeding.
- ii. Unnecessary titles: Examples of titles which are no longer needed include duplicate titles whose popularity has waned; older editions of currently held works; subjects of little interest.
- iii. Content: Materials that contain inaccurate or outdated information; poorly written works; items which have been superseded by newer, improved editions.
- iv. Age: Items that have not circulated in five years unless deemed worthy by other criteria.