

# **Library Collection Development Policy**

## **Mission Statement**

Western Taylor County Public Library brings people, information and ideas together to enrich lives and build community.

## **Purpose of the policy**

The purpose of the Western Taylor County Public Library collections development policy is to guide the librarian and inform the public about the principles upon which selections are made. Collection development and management is the ongoing process of assessing the materials available for purchase and making the decision, first, on their inclusion, and second, on their retention. This policy describes the role of collection development and management in achieving the library's mission.

## **Scope of the Collection**

Materials selected for the Library collection are intended to meet the cultural, informational, educational, and recreational needs of the residents of western Taylor County. The scope of the collection is intended to offer a choice of format, opinion, style and level of difficulty so that most individual library needs can meet, and service given to individuals of all ages, within current budget parameters and constraints. The Library encourages the use of interlibrary cooperation to better serve the needs of its clientele by expanding available resources. The emphasis is on acquiring materials of wide-ranging interest to the public. The collection is not archival, except for the Local History collection, and is reviewed and revised on an ongoing basis to meet contemporary needs.

## **Responsibility for Selection**

Ultimate responsibility for the Library's collection rests with the Library Director, who operates within the framework of policies determined by the Library Board of Directors. All professional and selected support staff members participate in the selection of library materials. Library materials are selected based on literary, educational, informational and recreational value.

## **Criteria for Selection of Library Materials**

The following shall be considered as criteria for the selection of library materials. However, materials need not meet all the criteria to be acceptable.

1. Accuracy of the material
2. Appeal to the interests and needs of individuals in the community
3. Permanent value as source material
4. Contemporary significance
5. Artistic excellence
6. Entertaining presentation
7. Suitability of its physical form to library use
8. Skill, competence and purpose of the author
9. Relation to other materials and existing coverage to maintain a well-balanced collection
10. Scarcity of materials on subject matter
11. Popular appeal and demand
12. Critical reviews of: Public Library Catalog, Fiction Catalog, Children's Catalog, Booklist, Library Journal, and various periodicals
13. No library materials shall be excluded because of the race, nationality or political or religious views of the author

## **Gifts/Donations**

Books and other materials will be accepted on the condition that the librarian has the authority to make whatever disposition she or he deems advisable. She or he may ask the Board of Trustees for opinions.

Gifts of money, real property and or stock will be accepted if conditions attached thereto are acceptable to the Board of Trustees.

The library will not accept for deposit materials which are not outright gifts, except for books from school or other books and materials which the school wished to lend to the library for public use, may be accepted for a specific period at the discretion of the librarian.

## **Weeding**

The following criteria shall be used in deciding whether a worn book will be mended, rebound replaced, or withdrawn.

1. Condition of the material
2. Validity of the material's content
3. Demand
4. Cost of the various above choices
5. Historical value

The library shall maintain an active, continuous process of discarding materials that are outdated, worn or damaged or no longer in demand:

1. Discard materials may be sold at a minimal charge
2. Unsold discarded materials will be disposed of, given away or recycled.

## **Reconsideration**

A singular obligation of the public library is to reflect within its collection differing points of view. The Western Taylor County Public Library does not endorse beliefs or views, nor does the selection of an item express or imply an endorsement of the author's viewpoint. The Library welcomes expression of opinion by patrons but will be governed by the Criteria for Selection Policy in making additions to or deleting items from the collection.

The suitability of books or other materials for the library collection may occasionally be questioned by individuals or groups. All such criticism should be presented in writing to the Library Director on the citizen's "Request for Reconsideration of Library Materials" form.

Approved by WTCPL Board: 6-11-18