

Collegedale Collection Development Policy

A. Mission and Goals

The purpose of the Collegedale Public Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time. The Collegedale community is a diverse population with multiple cultures, languages, lifestyles, and religions represented.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.

The collection development policy is used by the librarians in the selection of materials and serves to acquaint the general public with the principles of selection. Individual use of library materials is a private and personal matter. All patrons are free to reject for themselves materials they may disapprove; no patron may restrict the freedom of use and access for others.

Responsibility for the reading, listening, and viewing of library materials by minors' rests with their parents or legal guardians, not with library staff. Selection of library materials is not inhibited by the possibility that materials may come into the possession of children.

The Library Bill of Rights and The Freedom to Read Statement have been endorsed by the Collegedale Public Library Board of Directors and are integral parts of the policy.

B. Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Collegedale Public Library Board of Directors. 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 of the staff.

C. Criteria for Selection

The main points considered in the selection of materials are:

- a. individual merit of each item
- b. popular appeal/demand
- c. suitability of material for the community
- d. open access to all viewpoints
- e. existing library holdings

f. budget

Reviews are a major source of information about new materials. The primary sources of reviews are Booklist, Kirkus, and Publisher's Weekly. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged based on the work as a whole, rather than on isolated passages.

D. Type and Formats

Due to budget and space limitations, the library cannot purchase every work in all formats. The library will strive to provide materials in the formats most commonly used by members of the community.

E. Scope of Collection and Priorities

The library collection includes fiction and nonfiction works which are of interest or use to the community. These works include books, video recordings, audio recordings, magazines, and physical objects which provide patrons with a learning experience such as musical instruments, or STEM experiment kits. The library does not currently collect items of a historical or archival nature. Priority in purchasing will be given to those sections with a high volume of circulation, but all sections will receive new and updated materials each fiscal year.

F. Interlibrary Loan

Due to limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

G. Duplication of Materials

The volume of requests for single title, single format materials will dictate the purchase of multiple copies.

H. Weeding

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library director and is authorized by the Library Board of Directors. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

Staff will make every effort to transfer unneeded items in usable condition to the library's support groups, or a vendor specializing in discards and donations from libraries that provide

revenue in return for surplus materials. Unneeded items transferred to the ownership of a library support group may be sold to benefit library programs and services.

I. Textbooks and Curricula Materials

The library will strive to provide a wide variety of titles from required reading lists of local schools, but it cannot provide every title. The library also does not purchase textbooks or other specific curricula materials.

J. Censorship and Challenged Materials

Patrons who request the reconsideration of materials will be asked to put their request in writing by completing and signing the Request for Review of Materials. After review, the Director, or designee, will communicate a decision and the reason for it, in writing, to the patron who initiated the request for reconsideration.

In the event that the patron who initiated the request is not satisfied with the decision, they can present a written appeal of the decision to the Library Board of Directors. The Director and the Library Board of Directors will communicate a decision and the reason for it in writing.

The library endorses the American Library Association (ALA) Library Bill of Rights, the ALA Freedom to Read Statement, and the ALA Free Access to Minors Statement, and interprets these statements to include all materials regardless of format. Responsibility for the selection and removal of books and other materials resides with the library director, who may delegate that responsibility to staff.

Suggestions from the public regarding selection, retention, or reconsideration of materials are encouraged and reviewed promptly.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

K. Gifts, Memorials, and Donations

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the director can dispose of them as they see fit. Individual items cannot be returned to donors if they are not added to the collection.

The same criteria of selection which are applied to purchased materials are applied to gifts. Memorial gifts of books or money are also accepted. Memorial books on particular subject matter can be ordered for the library on request of a patron if the request meets the criteria established by the Board. It is desirable for gifts of or for specific titles to be offered after consultation with the library director. Book selection will be made by the director if no specific

book is requested. The Collegedale Public Library encourages and appreciates gifts and donations.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor. With the donor's permission, the library may also acknowledge the donation on the library's social media accounts.

L. Local Authors

The library applies the same selection criteria to works by local authors. The library encourages local authors to submit their works for consideration in a format accessible to the library community.

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