**Collection Development Policy**

Considerations When Developing a Collection Policy:

* What purpose or audience is being served by this collection? Do the selection criteria meet the needs of the community?
* What limitations should be considered when selecting materials? (Such as budget, shelving space, staff time, and maintenance/upkeep of items)
* Does the policy address electronic resources (e-books or databases), audiovisual items, and any Library of Things items?
* Does it include sections on self-published materials and donated/gifted items?
* Who is responsible for selection and de-selection of materials?
* What happens to removed or de-selected items? (Consider any local regulations on disposal of county property, etc.)
* What is the procedure for reconsideration of library materials?
  + Who may submit requests for reconsideration?
  + Reconsideration forms – what information is needed, to whom is it submitted, in what time frame will requests be addressed?
  + Is there a procedure for appeals to the decision?

Policy materials including additional examples available on the ALA Selection & Reconsideration Policy Toolkit: <https://www.ala.org/tools/challengesupport/selectionpolicytoolkit>

1. Statement of Purpose

The library collection development policy exists to guide librarians in selecting materials and to inform the public about the principles behind collection development decisions. Collection development refers to the decision to add materials to the collection, retain materials already in the collection, withdraw materials from the collection, and choose materials for library programs, promotions and professional development in an effort to increase both the quality and quantity of the entire collection.

The library collection supports the mission and goals of the library, in service to the informational and recreational literature needs of the entire community. The library collection policies and selection guidelines meet the principles of the Library Bill of Rights, Freedom to Read, and Freedom to View statements by the American Library Association (ALA):

<https://www.ala.org/advocacy/intfreedom/librarybill>

<https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

<https://www.ala.org/advocacy/intfreedom/freedomviewstatement>

1. Selection Guidelines

Selection of materials will consider a variety of factors, including:

* Popularity, timeliness, and general interest
* Critical reviews and publicity
* High standards of quality in content and physical format
* Merit in relation to the interests and needs of the community
* Availability of materials on the topic
* Representation of all points of view
* Cost
* Format (print, electronic, and audio-visual)
* User requests

Selection of materials does not constitute an endorsement of their contents by library staff, library board members, or the county administration. Selection criteria applies to both materials purchased and items gifted or donated. Due to limitations of space and budget, it is impossible to include all possible titles and formats in the library’s collections. The library does not seek to duplicate the resources of scholarly research institutions. Specialized materials beyond the scope of the collection may be requested via interlibrary loan. Materials will not be selected or rejected on the basis of approval by any specific group, but by the merits of the work and relevance to the community. A balanced collection attempts to represent all sides of controversial topics, to the extent allowed by space, budget, and availability. The collection serves the community as a whole; individual patrons may find materials included that they deem irrelevant or objectionable, or items omitted that they feel are important. Procedures are in place for patrons to request either the addition or removal of an item.

Responsibility for collection development lies with librarians who apply professional knowledge, experience, and policy criteria.

1. Weeding and Deselection

To maintain a relevant and up-to-date collection, librarians will continually evaluate existing materials and remove those items that no longer benefit the collection. De-selected items will be disposed of in accordance with county policy, including sale by Friends of the Library, recycling, or discard. Reasons for de-selection may include:

* Damage to the item including mold, wear and tear, or other unsightly or unhealthful condition
* Misleading or factually inaccurate information
* Outdated or irrelevant content
* Poor circulation

1. Reconsideration of Materials

Library users occasionally object to items in the library collection. An individual wishing to request a reconsideration of an item may submit a Request for Reconsideration Form. Items will be considered in their entirety, not upon selected sections or passages.

* Library staff responsible for collection development will review the item, with the Materials Selection Policy as the basis of consideration, and submit a recommendation to the Library Director.
* The Library Director will respond to the requestor in a timely manner.
* If necessary, the request for reconsideration may be reviewed by the Board of Trustees.
* The requestor may attend the Board meeting where the review is addressed. The Board reserves the right to limit the length of public comments. All existing Board meeting procedures apply.
* The item under consideration will remain in circulation during the review process. If the item is withdrawn, it may be sold at the Friends of the Library book sale.

[A sample reconsideration form is available on the ALA website: <https://www.ala.org/tools/challengesupport/selectionpolicytoolkit/sampleforms>]

1. Gifts and Donated Materials

The library accepts donations of books, magazines, and audio-visual materials. Donated materials may be added to the collection based on selection criteria. Items not added to the collection may be sold by the Friends of the Library or discarded. Materials gifted or donated become property of the library with no conditions on their use or withdrawal from the collection. Library staff reserves the right to decline donations.