



## Collection Development Policy

### **Objectives**

The purpose of the Floyd Memorial Library is to provide all individuals in the community with carefully selected library materials to support the pursuit of education, information, research, pleasure, and the creative use of leisure time.

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 library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The Library Bill of Rights, The Freedom to Read Statement, and The Freedom to View Statement have been endorsed by the Floyd Memorial Library Board of Trustees and are integral parts of the policy.

### **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 Floyd Memorial Library Board of Trustees. 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.

### **Criteria for Selection**

The main points considered in the selection of materials are:

- individual merit of each item
- popular appeal/demand
- suitability of material for the patrons
- existing library holdings
- budget

The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title that is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

## **Gifts and Donations**

The Floyd Memorial Library encourages and appreciates gifts and donations of funds for the purchase of memorial or honor gifts. Gifts of materials may be accepted with the understanding that the same standards of selection are applied to gifts as to materials acquired by purchase, and that any gift may be discarded at the library's discretion.

By law, the library is not allowed to appraise the value of donated materials. However, it can provide a receipt for donated items if the donor requests it.

## **Weeding**

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement or withdrawal of materials depends on 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 Board of Trustees.

## **Potential Problems or Challenges**

The library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval but solely on the basis of the principles stated in this policy.

Responsibility for children's reading rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children. 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.

## **Challenged Materials**

Although materials are carefully selected, differences of opinion can arise regarding suitable materials. Patrons requesting that materials be withdrawn from or restricted within the collection may complete a "Statement of Concern About Library Resources" form, available in the library. The inquiry will be placed on the agenda of the next regular meeting of the Floyd Memorial Library Board of Trustees.

## Statement of Concern About Library Resources

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Which of the following concerns you?

\_\_\_ Book                      \_\_\_ Audio-Visual Resource

\_\_\_ Magazine                \_\_\_ Library Program

\_\_\_ Newspaper              \_\_\_ Other

Title: \_\_\_\_\_

Author/Publisher or Producer/Date: \_\_\_\_\_

What is your concern about this material?