

# **Collection Development**

## **I. Selection of Materials**

The criterion for selection for the Library's collection is to make available books and other materials that will meet the educational, informational, cultural, and recreational interests and needs of the people of the Town & Country Public Library District. To fulfill this purpose, the library endeavors to maintain a collection of representative materials of permanent value and/or of current interest. Tools used for selection include professional journals, trade journals, publishers' catalogs, lists of recommended titles, and requests from patrons. Criteria for selection will include, but are not limited to the following:

- Patron demand
- Significance and value to the existing collection
- Currency or timeliness
- Qualifications of author or producer
- Suitability of subject and style for intended audience
- Staff request
- Technical quality of materials

## **II. Collection Maintenance**

The Library cannot, because of space limits, become a library of historical record. The continuous review of library materials is necessary as a means of maintaining an active library collection of current interest to its users. Items may be withdrawn due to:

- Low usage/checkouts
- Multiple copies no longer needed
- Outdated or inaccurate information
- Physical condition
- Space limitations
- Availability of similar information in online resources

## **III. Donations**

The library happily accepts donations of materials for consideration for the Library's collection or for the ongoing Friends of the Library book nook. These donations:

- Must be given unconditionally and will not be returned
- Will become property of the library and the staff will determine what will be added to the library collection
- May be discarded, recycled, or sold if not deemed suitable for the collection at the sole discretion of the library

Requests for acknowledgement must be made at the time of donation

#### **IV. Bill of Rights and Collection Development**

The library subscribes to the American Library Association Bill of Rights and the American Library Association Freedom to Read:

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

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

#### **V. Censorship or Objection to Library Materials**

If an individual or group of individuals attempts to censor books or other library materials, or presents an objection regarding library material, the Board of Trustees shall act as follows:

1. All objections and complaints regarding any books or other materials shall be submitted to the Library Director through the *Patron Request for Reconsideration of Library Material* form. The individual must hold a valid library card from the Town & Country Public Library District.
2. Such objections will first be reviewed by a committee of the staff appointed by the Library Director.
3. The Library Director will submit the committees' findings, in writing, with their recommendations to the Board of Trustees.
4. Any book or other material shall remain in use until the Board takes action requiring the removal of the material.

Approved: June, 2021

**PATRON REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL**

Author: \_\_\_\_\_

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

Publisher (if known): \_\_\_\_\_

Request initiated by: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ ZIP: \_\_\_\_\_ Phone: \_\_\_\_\_

Complainant represents:

\_\_\_\_ Self

\_\_\_\_ (Name of organization): \_\_\_\_\_

\_\_\_\_ Other (Identify the other group): \_\_\_\_\_

1. To what in the work do you object? (Please be specific; cite pages, etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. What do you feel might be the result of a patron's exposure to this work? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. For what age group would you recommend this work? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Is there anything good about the work? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Did you examine the entire work? \_\_\_\_\_

6. If you did not examine the entire work, what parts did you examine? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Are you aware of the judgment of this work by critics? \_\_\_\_\_

8. What do you believe is the theme of this work? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. What would you like your library to do about this work? \_\_\_\_\_

\_\_\_\_\_

10. What work of equal quality would you recommend in its place that would convey as valuable a picture, perspective, and treatment of the subject? \_\_\_\_\_

\_\_\_\_\_

Signature of Complainant: \_\_\_\_\_ Date: \_\_\_\_\_

[Your completion and signing of this form identifies you with specific library materials. As such, the information you provide in completing this form will be kept confidential by the Town & Country Public Library District.]

Staff member receiving request: \_\_\_\_\_ Date: \_\_\_\_\_