

## **Materials Selection/Collection Development Policy**

### **A. Objectives**

Part of the Elk Rapids District Library's mission is to provide carefully selected materials to meet the informational, recreational, and educational needs of the entire community. 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 Materials Selection/Collection Development Policy is used by library staff in the selection of materials and also serves to acquaint the general public with the principles of collection development.

The *Library Bill of Rights* and *The Freedom to Read Statement* have been endorsed by the Elk Rapids District Library Board of Trustees and are an integral part of this 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 Elk Rapids District 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 board and the general public for actual selections made, the director has the authority to reject or select any item contrary to recommendations of the staff.

### **C. Criteria for Selection**

Materials under consideration are evaluated using recognized sources of reviews and other selection tools available to librarians. The following criteria may be considered in the selection, duplication, replacement, and withdrawal of library materials:

1. Patron requests
2. Usefulness and appeal
3. Appropriateness of format, content, and style
4. Value of material in relation to the whole collection
5. Currency and accuracy of the material
6. Space and budgetary considerations
7. Historical value
8. Reputation and significance of the author

#### **D. Gifts and Donations**

The library accepts donations 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 he/she sees fit. The same criteria of selection that are applied to purchased materials are applied to gifts and donations.

By law, the library cannot appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items upon request.

Monetary donations to purchase books as a memorial or to honor someone are also accepted, and suitable bookplates are placed in the books purchased. Specific books can be purchased if the book meets the selection criteria established in this policy. Those wishing to donate a specific book to the collection should discuss the selection with the library director prior to making the donation.

#### **E. Weeding**

The library keeps its collections vital and useful by retaining or replacing essential materials, and by removing those works that are worn, outdated, of little historical significance, or no longer in demand. This ongoing process of weeding is the responsibility of the library director. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

#### **F. Challenged Materials**

The Elk Rapids District 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 what children read 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.

Although materials are carefully selected, differences of opinion regarding suitable materials can arise. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Patron Request for Reconsideration of Library Materials" form. The request will be placed on the agenda of the next regular meeting of the board of trustees.