

Collection Development Policy

This policy functions as a general guide for the selection of materials that enable the library to meet the goals enumerated in its mission statement.

The primary goal of selection is to provide the best possible collection with the financial resources available. The decision to purchase any item for the collection is usually based on demand and anticipated need.

- **Selection based on demand:** We believe that the library patron is an important part of the selection process. An individual request from a patron for a title is usually honored if the request conforms to the guidelines outlined in this policy statement.
- **Selection based on need:** Some materials are chosen for the purpose of updating and developing specific subject areas. Materials added in this manner are selected from reviews, availability lists, vendors' catalogs, bibliographies, and local experts. The library staff is constantly gathering information concerning the needs of library users by means of surveys, circulation statistics, interlibrary loan requests, and patron input.

The library strives to present materials representing all sides of an issue in a neutral unbiased manner. The existence of a particular viewpoint in the collection is an expression of the library's policy of intellectual freedom, not an endorsement of that particular point of view. The library provides service to all within the framework of its rules and regulations and does not knowingly discriminate in its materials selection on the basis of race, creed, gender, occupation, or financial position.

The Tipton Public Library endorses the LIBRARY BILL OF RIGHTS and the FREEDOM TO READ STATEMENT of the American Library Association, both of which are included in this manual and intended to be part of this policy statement.

Responsibility for Materials Selection

The responsibility for materials selection and the development of the library collection rest with the director, who works under the authority and according to the policies of the board of trustees.

Materials may be available in a variety of formats. Factors governing the choice of format include anticipated use, storage requirements, ease of access, and the format of earlier editions. When all other factors are equal, ease of access by the public should be the primary consideration.

Selection Guidelines

Adult and young adult books are selected according to a variety of criteria in addition to demand or need. As a general rule the library will acquire only works of interest to the layperson. The library does not support educational curriculums through the purchase of textbooks. However, textbooks may be added to the collection if they provide the best or only source of information on a subject or if they complement an existing area with another perspective.

Price, accuracy, and timeliness are other factors influencing selection. The library does not commonly purchase out-of-print material for the collection. No attempt is made to purchase all the works by a certain author.

Periodicals are added to the collection on the basis of need. Prime consideration is given to those that are included in standard indexes or that fill a particular void in the library collection.

Newspapers are an important source of information. The library attempts to provide representation from different regions of the state.

Books on CD are part of the library's collection.

Visual Media are added to the library's collection in a manner consistent with patron demand and budget constraints. As technology changes, the library will acquire visual media in the prevailing formats.

Children's Books and other materials expressly purchased for children are selected to meet the informational and recreational needs. The criteria of patron demand and need are also considered in acquiring children's materials.

"Weeding" of the collection is an ongoing process directly related to collection development. Materials that are worn, damaged, outdated, duplicated, or no longer used may be removed from the collection. Other factors taken into consideration are frequency of use, community interest, and availability of other material on the subject. The CREW manual is used as a guideline for weeding.

Minors are not restricted in the use of the library. Responsibility for the reading habits of minors rests with parents and legal guardians. Selection of materials is not restricted by the possibility that minors might obtain materials their parents consider inappropriate. The library does not discriminate on the basis of age in the use of its resources.

Reconsideration of Library Materials

Each item selected for the library is judged on its own merits. No book will be sequestered except to protect it from injury or theft. In conjunction with the Materials Selection policy of the Tipton Public Library, the following procedure will be followed by individuals or groups of individuals who have serious objections to materials included in any or all collections of the Tipton Public Library. This procedure is desirable in order to evaluate criticism in a fair and judicious manner and to effectively safeguard the opinions of all individuals served by the Tipton Public Library who are not directly involved with the selection process. It also provides a means to avoid the possibility of a biased and/or prejudicial attitude from consistently influencing the selection of library materials, yet enables librarians to express their professions without fear of personal harassment.

- 1) Any individual or group of individuals having a complaint about an item found in the library's collection should first discuss the complaint with the library director.

2) If the complaint is not resolved, it shall be submitted in writing on a “*Request for Reconsideration of Library Materials*” form. These forms along with copies of the Materials Selection policy may be obtained from the library director. The form, when completed, should be returned to the library director. The form must be signed and proper identification given, which will allow a proper reply to be made.

- 3) Following the return of such a complaint, the library director will appoint a review committee to re-evaluate the material(s) in question and make professional recommendations concerning it to be forwarded to the Board of Trustees. The review committee shall consist of the library director, and if willing to serve, two higher education librarians in the Cedar County area, one professional librarian employed by a school system in the same area, and two public librarians not employed by the Tipton Public Library. This review committee is comprised in such a manner to provide a professional opinion to the Board of Trustees. The review committee will select its own chairperson and adopt any rules necessary for conducting orderly business and discussions. The complainant will be notified of date and time of committee meetings, and may attend them.
- 4) Upon re-evaluating the complaint, the review committee will express its majority (and minority, if any) recommendations in writing and file the recommendations with the library director who will distribute them to the Board of Trustees at their next regular meeting. The complainant will be notified of their meeting in advance. The library director may also express his/her professional opinion to the Board of Trustees, if he/she so desires.
- 5) The Board of Trustees will review and consider the complaint, recommendations of the review committee, and recommendation from the library director (if one has been made), and take appropriate action.

Gifts of books, periodicals, and other materials are encouraged with the understanding that they will be included in the collection only if they are in formats currently in use for the public and if they meet the criteria for selection outlined in this policy. Special interest materials representing particular organizations or points of view may be accepted and displayed as space permits. A few gift periodicals of more general interest may be handled as part of the regular periodical collection. The director will decide how long gift periodicals will be kept. Each gift donor will sign a gift waiver to receive recognition and a receipt. The library welcomes and appreciates gifts of books and other materials with the understanding that they will be evaluated in accordance with the same criteria applied to purchased materials.

All gifts become the property of the library to use or to dispose of as decided by the library director. The library director will make the decision as to the use of the materials donated, including their sale with proceeds for library purposes.

In the case of cash gifts for the purchase of memorial books or other materials, the selection will be made by the donor in consultation with the library director. The name of the donor and/or

person memorialized will be entered on a bookplate if so requested. The donor will be given a receipt for the gift(s) *if requested*.

Gifts and bequests given without restrictions may be held in the Library Trust Fund for future library needs.

Memorials are welcomed. If cash donations are made for materials in a person's name, it is helpful if a subject is also named. Direct donations of books or other materials are accepted under the provisions of the separate policy statement "Gifts of books, periodicals, and other materials".