

COLLECTION DEVELOPMENT

The purpose of this policy is to guide library staff and inform the public about the principles upon which selections are made to develop the Library's collection. This policy incorporates and supports the Avon Lake Public Library's mission and values.

A policy cannot replace the educated judgment of library staff, but stating goals and criteria will assist them in choosing from a vast array of available materials in various formats.

The Library's primary goals in materials selection are:

- the advancement of knowledge;
- the education and enlightenment of the people of the community; and,
- the provision of recreational reading, viewing, and listening.

This policy is consistent with the American Library Association's *Library Bill of Rights*.

General Criteria for the Selection of Materials

In order to afford citizens an understanding of the world in which they live, the Library will provide materials that present widely diverse points of view, including those which may be controversial or unorthodox.

The Library will provide materials of excellence and lasting value. Ephemeral, topical materials of current interest will also be added. An attractive, useful collection will be maintained through a continual discarding (i.e., weeding) and replacement process.

The following factors influence the selection of materials:

- Relevance to community interests and needs.
- Current and historical significance.
- Attention by critics, reviewers, and the general public.
- Number and nature of requests from the public.
- The need for additional or duplicate materials in the existing collection.
- The physical limitations of the building.
- Budgetary considerations.
- General commercial availability of library materials.
- Suitability of formats of the material for library purposes.

The Library will not acquire textbooks or other curriculum-related materials unless such materials also serve the general public.

The Library will use other available avenues, e.g., interlibrary loan, appropriate referral and redirection, etc., to serve the individual whose needs are either outside the scope of the Library's collection or are beyond the acknowledged collective needs of the community the Library primarily serves.

Responsibility for Selection

The Library Director delegates the authority and responsibility for materials selection and management to the appropriate staff. However, the ultimate responsibility for materials selection rests with the Library Director, who operates within the framework of policies determined by the Library Board of Trustees. Any material so selected shall be held to be selected by the Board. Selection of any material should not be construed as an endorsement by the Library or its Board of Trustees of the views contained therein.

Use of the Library's Materials

The Library recognizes that many library materials are controversial and that any given item may offend some patrons. Selections will not be made on the basis of any anticipated approval or disapproval but solely on the merits of the work in relation to the building of the collection and to provide access to information.

Library materials will not be marked or identified to show approval or disapproval of the contents, and no book or other item will be sequestered except for the express purpose of protecting it from injury or theft.

The library staff does not serve in loco parentis. Decisions concerning children's use of specific library materials are the responsibility of their parents or guardians. Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of minor children.

The Library Board of Trustees believes that the choice of material is a purely individual matter and declares that while anyone is free to personally reject materials, no one can restrict the freedom of others to information.

The Board of Library Trustees defends the principles of intellectual freedom and declares that library materials shall not be removed from the Library.

Collection Maintenance Guidelines

Weeding: The weeding of the Library's collection is a form of selection, in reverse. Weeding is a thorough and conscientious effort to achieve a well-balanced collection suitable to patrons and should be a continuous, consistent process. Factors to consider in weeding include but are not limited to the following:

- Materials have worn out through use.
- Ephemeral materials which are no longer timely.
- Materials that have had little recent use.
- Excess copies of titles are no longer in demand.
- Retention of local materials and materials by Ohio authors.

Disposal of Library Material: Materials discarded from the Library are in unusable condition, present, obsolete information, or have been weeded from the collection for reasons outlined above. Discarded materials may be given to another library or other organizations with the permission of the Director.

Patron Recommendations: The Library welcomes suggestions for purchasing library materials. The decision for purchase or inclusion is made according to the Collection Development policy.

Request for Reconsideration: A patron requesting reconsideration of library materials must complete, sign and submit a *Request for Reconsideration* form to the Library. The request will be reviewed by the Library Director, and an appropriate reply will be sent to the individual. If not satisfied, the patron may request a review by the Library Board of Trustees, whose decision is then final.

Memorial Books

The Library welcomes gifts of books as memorials. To be accepted, materials must conform to the general criteria for the selection of materials. In general, works of fiction and popular non-fiction are not purchased for memorials. Subject fields enjoyed by the person honored or memorialized may be requested.