

Collection Development Policy

Purpose

The collection development policy is intended to implement the general objectives of the Library. The policy provides the framework for the purchase and evaluation of materials in a variety of formats to meet the diverse and continuously changing needs of the community. The collection strives to meet the informational, educational, recreational and cultural needs of persons of all ages and educational levels within the community.

Collection Development Philosophy

The Marie Fleche Memorial Library collects materials in a variety of popular formats, which support its function as an information source for the needs of a population. The collection also serves the popular and recreational needs of the general public, and reflects the racial, ethnic, religious, and cultural diversity of the Berlin Borough community.

Inherent in the collection development philosophy is an appreciation for each customer of the Marie Fleche Memorial Library. The Library provides materials to support each individual's journey, and does not place a value on one customer's needs or preferences over another's. The Library upholds the right of the individual to access information, even though the content may be controversial, unorthodox, or unacceptable to others.

Materials are intended to broaden patron's vision, support recreational reading, encourage and facilitate reading skills. Library staff does not monitor the materials children choose to check out. Responsibility for children's reading or viewing materials rests solely with their parents and legal guardians. Selection of materials will not be restricted by the possibility that materials may inadvertently come into the possession of children.

Authority

Final authority for the determination of policy in the acquisition of books and other materials is vested in the Library Board of Trustees. Responsibility for material selection within this policy and control of expenditures for materials rest with the Director. Selection decisions may be delegated by the Director to qualified staff members.

Criteria for Collection Development

Collection development is an ongoing process which involves the purchase of new materials as well as the re-evaluation and deselection of the present collection. Collection development is based on the merit of content rather than personal considerations regarding the author or producer.

Criteria for the selection of materials include:

- Significant needs of the library's patrons and the community
- Popularity and anticipated demand by customers
- Informational, educational, or recreational value of subject matter
- Permanent or timely value of subject matter
- Attention given to the item by reviewers and general media
- Price, availability, and Library materials budget
- Relation to cooperative collection arrangements with other libraries
- Relation to the rest of the collection

Special Considerations

- Curriculum-related materials. The Library supplements local curricular needs but does not purchase materials which are specific to those needs (i.e. textbooks) unless they fill a gap in the collection or are the best materials available on a given subject.
- Donations. Donations of materials may be accepted with the understanding that the Library will use them as it sees fit. Materials in acceptable condition which meet selection criteria will be added to the collection. Others will be disposed of in whatever manner the Library deems best.

Requests

Any Marie Fleche Memorial Library cardholder's request for purchase of a specific title will be given special consideration. If the title meets the criteria stated here, it will be purchased and the requesting patron notified of its purchase. If a requested title is not purchased, every effort will be made to obtain the title, or an acceptable substitute, through inter-library loan or alternate means, if the patron so desires.

Review of Selection Decisions

Since it is possible, even with the best of intent, to err in application of these stated principles, the Director will, upon written request, review decisions regarding a specific work. Such materials will be referred to the Board when the Director deems it necessary.

Challenge to Materials

Any patron who wishes to challenge the inclusion of any books or other library materials are requested to complete the Request for Reconsideration of Library Materials and return it to the library Director. The Director will explain that the materials under reconsideration will not be removed from use, or have access restricted pending completion of the review process. The Director and Board of Trustees will review the complaint and determine the proper distribution of the item(s) in question.

Maintaining the Collection

To maintain the quality and relevancy of the collection, the library maintains an on-going schedule of withdrawing and replacing worn, outdated materials which are no longer useful to the collection. The decision to remove library materials is based on but not limited to the following:

- Accuracy
- Timeliness
- Circulation
- Physical condition
- Inclusion in standardized lists
- Number of copies
- Availability elsewhere, including cooperative collection arrangements with other libraries