



Materials Selection/Collection Development Policy

Adopted: June 08, 2020

A. Objectives

The purpose of the Geraldine E. Anderson Village Library is to provide all individuals in the community with carefully selected books and other materials to enhance and contribute to individual knowledge, enlightenment, and enjoyment and to aid the individual in the creative use of leisure time.

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 the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The ALA Library Bill of Rights(<http://www.ala.org/advocacy/intfreedom/librarybill>) and The ALA Freedom to Read Statement(<http://www.ala.org/advocacy/intfreedom/freedomreadstatement>) have been endorsed by the Geraldine E. Anderson Village Library Board of Trustees and are integral parts of this policy.

The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

B. Scope

The scope of the Geraldine E. Anderson Village Library is primarily popular and current materials for individuals of all ages. IFLS (Inspiring and Facilitating Success), the cooperative library system, provides the library's many digital and electronic resources. Because of budget and space limitations, materials that are rare, specialized, and/or technical are only available through interlibrary loan.

C. 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 Geraldine E. Anderson Village 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 library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

D. Criteria for Selection

- 1) The main points considered in the selection of materials are:
 - a) popular appeal/demand
 - b) individual merit of each item
 - c) suitability of material for the clientele
 - d) existing library holdings
 - e) suitability of format
 - f) budget
- 2) Reviews are a major source of information about new materials. The primary source(s) of reviews are IFLS Starred Reviews, National Public Radio Book Reviews, and Book Pages.
- 3) The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.



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E. Interlibrary Loan

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Geraldine E. Anderson Village Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

F. Gifts and Donations

The library accepts gifts 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 which are applied to purchased materials are applied to gifts. Memorial gifts of books, other items, or money are also accepted. Suitable memorial bookplates will be placed in/on the item. Specific memorial books, or other items, can be ordered for the library on request of the donating patron if the request meets the criteria established by the Board. It is desirable for gifts, or for specific titles, to be offered after consultation with the library director. Selection will be made by the director if no specific title or item is requested. The Geraldine E. Anderson Village Library encourages and appreciates gifts and donations.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

G. Weeding

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

H. Potential Problems or Challenges

The Geraldine E. Anderson Village 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 the reading of children 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.

I. Challenged Materials

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Request for Materials Review" form (attached) which is available in the library. The inquiry will be placed on the agenda of the next regular meeting of the Geraldine E. Anderson Village Library Board of Trustees.



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Request for Material Review

Item for which you are requesting review:

- Book Audio Book DVD
 Magazine Newspaper Library Program Content
 Other: _____

Title: _____

Author/Producer: _____

Please explain your concerns by answering the following questions:

1. What brought this item to your attention?
2. What is it about this item that you find objectionable? Please be as specific as possible.
3. Did you read/listen to/view this entire item? If not, which segments did you read/listen to/watch?
4. What do you feel the effect of the item might be?
5. Any additional comments? Continue on back, if necessary.

Your signature: _____ Date: _____

Printed name: _____

Address _____

_____ Zip code

Email: _____ Phone: _____