



Lee-Whedon Memorial Library aims to provide all individuals in the community with carefully selected books and other materials to aid in the pursuit of education, information, research, pleasure, and 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 Library Bill of Rights and The Freedom to Read Statement have been endorsed by the Library Board of Trustees and are integral parts of the policy.

This Materials Selection/Collection Development policy, like all other policies, will be reviewed and/or revised as the need arises.

### **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 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.

### **Criteria for Selection**

The main considerations in materials selection are:-

- The individual merit of each item
- Popular appeal/demand

- Suitability of material for the clientele
- Existing library holdings
- Budget

Reviews are a major source of information about new materials. Standard library reviewing sources are used as the basis for selecting materials. Review sources include but are not limited to the following:

*Library Journal*, *Booklist*, *School Library Journal*, as well as general interest website and media reviews. The Library staff may also select materials from specialty publishers' catalogs, as well as publisher ads.

The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title that is in demand. Consideration is also given to requests from library patrons and material discussed in the media. Materials will be judged on the basis of the work as a whole, not on a part taken out of context.

### **Interlibrary Loan**

Because of limited budget and space, the Library cannot acquire all of the material that may be requested. Interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this Library's collection. Lee-Whedon Memorial Library agrees to lend its materials to other libraries in the NIOGA Library System. The Library reserves the right to restrict interlibrary loan access to certain material, particularly newly acquired items and local history material.

### **De-Acquisition/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 sold at the Friends of the Library Book Sale. Damaged items and items that do not sell will be recycled or disposed of.

### **Challenged Material**

The Library Board realizes that some materials are controversial and that any given item may offend some patron. 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 children's reading and viewing rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that items 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 Request for Reconsideration of Library Material form which is available in the library. The inquiry will be placed on the agenda of the next regular meeting of the Library Board of Trustees

*Approved 10/2017*