

# COLLECTION DEVELOPMENT POLICY



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The North Douglas Library District strives to connect our community members to information, ideas, and each other by providing free and convenient access to informational, cultural, educational, and recreational materials. The collection development policy exists to guide the District in selecting materials and to inform the public about the principles behind collection development decisions. Collection development refers to the decision to add to, retain, and withdraw materials from the District's collection and choose materials for library displays, programs, promotions, and professional development in an effort to increase both the quality and quantity of the entire collection.

Materials selected for the collection will meet both the current and evolving long-term needs of the North Douglas Library District and area residents of all ages and abilities for information, education, culture, and recreation. The District aims to provide equitable access to all District cardholders with easily accessible materials through appropriate technology in the widest possible range of subjects and views in varying formats and reading levels, within budget and space, and in consideration of current holdings and demand.

## Material Selection Guidelines

- Materials must adhere to the library's mission statement and chosen roles for service.
- Must be of reasonable cost to acquire and/or maintain in the collection.
- Must meet the basic principles of the Library Bill of Rights, Freedom to Read, Freedom to View, and Free Access to Libraries for Minors statements adopted by the American Library Association (ALA):
  - <https://www.ala.org/advocacy/intfreedom/librarybill>
  - <https://www.ala.org/advocacy/intfreedom/freedomreadstatement>
  - <https://www.ala.org/advocacy/intfreedom/freedomviewstatement>
  - <https://www.ala.org/advocacy/intfreedom/librarybill/interpretations/minors>
- Every effort will be made to represent a wide variety of subjects, points of view, and reading level.
- Merits of a work must be in relation to the needs and interests of the community. General criteria for all formats include, but are not limited to: patron interest and demand, historical significance of author or subject, timeliness of material, local emphasis, diversity of viewpoint, authority and accuracy, literary and artistic merit, cultural influence, and/or quality and suitability of format for a library collection.
- Materials should represent languages commonly spoken at home in the District and those of local interest.
- Purchasing materials for the collection does not include endorsement of their contents by the North Douglas Library District, District employees, or District volunteers.
- Patron suggestions for materials will be taken into consideration within the parameters of the Collection Development Policy, budget, and physical space.
- These standards apply equally to purchased and donated materials.

## Selection Authority and Responsibility

The responsibility for collection development lies with a Collection Development Committee, who should apply professional knowledge, experience, and the criteria of this policy to make selection decisions for the District. Decisions are based on the Material Selection Guidelines as outlined in this policy, regardless of the selectors' personal tastes. All District employees, volunteers, and community members are encouraged to recommend materials for consideration to the collection.

Formats of materials within the collection may include, but not be limited to: fiction and nonfiction print materials for all reading levels, magazines and newspapers, DVDs, books on CD, digital materials and other electronic content, and digital databases. Evolving formats will be identified and added as technology changes, reliability and availability improve, and patron demand increases.

## Access

Censorship is a purely individual matter. While an individual or group is free to select or reject materials for themselves or their own minor children, the freedom of others to read or inquire will not be restricted. Selection of materials is not restricted by the possibility that minor children may obtain materials their parents may consider inappropriate. While materials are shelved by recommended age, patrons of any age may use materials in all sections of the library (see *ALA Bill of Rights, Article V*). Parents and guardians - not the District, District employees, or District volunteers - have the sole responsibility to guide and direct the reading, listening, and viewing selections of their own minor children.

## Collection Maintenance

To ensure the collection remains current, appealing, and responsive to community needs, the Collection Development Committee and trained staff members are responsible for the regular reevaluation of the usefulness of materials within the District's collection. Materials are removed from the collection for a variety of reasons, including but not limited to: out-of-date information, badly worn or damaged, format no longer collected, and/or insufficient use or lack of patron demand. Materials still in demand, or those with enduring value, may be replaced within policy guidelines. Locally significant materials are not held to these standards and are generally retained. Materials withdrawn from the North Douglas Library District may be sold in local Friends of the Library sales or recycled.

## Request for Reconsideration of Materials Procedure

The District recognizes the right of patrons to question materials in the collection. If a patron wishes the District to remove or reclassify an item, the following procedure has been developed to address concerns:

1. The individual or group wishing to protest the presence of an item in the collection may schedule a meeting with the Library Director to discuss their concern.
2. After a meeting with the Library Director (or after declining a meeting and deciding to proceed with a concern), the patron may fill out the Request for Reconsideration form, in its entirety, and submit the form within fourteen (14) days.
3. The Collection Development Committee will evaluate the reconsideration request and examine the item in question to determine whether it conforms to the standards of the District's Collection Development Policy and submit a written decision to the patron and Board of Directors within ninety (90) days.
4. If the patron is not satisfied by the Committee's decision, they may submit a written appeal to the Board of Directors at their next regularly scheduled meeting for further review.
5. During a reconsideration request, the material in question will remain in the circulating collection pending the final decision of the Committee or Board.

## Monetary Gifts and Material Donations

The North Douglas Library District gratefully accepts both monetary gifts and material donations under the following guidelines:

Monetary gifts are extremely useful in supplementing the District's budget. Monetary gifts may be designated by the donor for specific purposes within the library's programming, collection, and services criteria.

Material donations are vital to the establishment and growth of the District. The District retains unconditional ownership of any accepted material donation and reserves the right to evaluate and dispose of such materials in accordance with the criteria outlined in this policy. Material donations are tax-deductible, but the District will not appraise donated items. Receipts are available upon request at the time of donation. Donations that are not added to the collection may be given to local Friends of the Library to be sold.

Requirements for donated materials:

- All materials must be in excellent condition (like new), and
- Must be left in a maximum of 3 boxes, and
- Preferably published within the last 5 years, or of local interest, historical importance, or a classic.
- Larger quantity donations will be accepted by appointment only.

Materials with the following conditions will not be accepted:

- Any sign of water damage.
- Moldy or musty with a strong odor.
- Dirty (greasy, food stained, insect infested, etc.).
- Marked by pens, pencils, crayons, or highlighters.
- Physically damaged (such as broken bindings, loose/torn pages, damaged covers, etc.).

The District is unable to accept:

- Textbooks.
- Condensed books (such as *Readers Digest* condensed books) or abridged audiobooks.
- Nonfiction titles over 5 years old.
- VHS tapes or audio tapes.
- Materials weeded from other libraries.
- Single or back donated issues of magazines (these may be put in the magazine giveaway).