

## COLLECTION DEVELOPMENT POLICY



The North Douglas Library District strives to connect our community members to information, ideas and each other, providing free and convenient access to informational, cultural, educational and recreational materials. The District aims to provide equal access to all people. To achieve this goal, the District must ensure that its collection remains current and responsive to the needs of its patrons and that materials are easily accessible through appropriate technology. The collection consists of printed materials, audio and electronic books, magazines, newspapers, DVDs, databases and digital materials.

### *Authority and Responsibility for Selection*

The responsibility for the selection of library materials rests ultimately with the District Librarian. The Board of Directors determines the policy for selecting and acquiring materials, and the policy is carried out by the district librarian and a Collection Development Committee. All staff members and community members are encouraged to recommend materials for consideration as well. The library collection shall be an unbiased and diverse source of information, representing as many viewpoints as possible.

### *Intellectual Freedom*

The District believes that the right to access materials of varying viewpoints is an important part of the intellectual freedom that is basic to democracy. The District will uphold the freedom to read as expressed by:

1. The American Library Association's (ALA) Library Bill of Rights; ([link](#))
2. ALA's Freedom to Read statement; ([link](#))
3. ALA's Freedom to View statement; ([link](#)) and
4. ALA's Free Access to Libraries for Minors statement; ([link](#))

While anyone 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. The Library does not stand in loco parentis (in the place of parents). Parents and guardians, not the Library or staff, have the responsibility to guide and direct the reading, listening and viewing choices of their own minor children.

### *Selection Criteria and Guidelines*

The District attempts to maintain a collection that includes materials on a variety of subjects and points of view, in keeping with the community's interests. The collection is reviewed constantly so that gaps in subject areas and formats may be filled. Each item must be considered with appropriate standards for its type and audience and the suitability of its format for a library collection. Some materials may be judged primarily

in terms of artistic merit, scholarship, or historical significance; others are selected to satisfy recreational and entertainment needs. With restricted budgets and space, the District emphasizes quality rather than quantity, balancing the value of and demand for materials. Final decisions are based on the value and interest of the item to the public, regardless of selectors' personal tastes. These standards apply equally to purchased and donated materials.

- **General criteria for all formats include, but are not limited to:**
  1. Patron interest and demand
  2. Historical significance of author or subject
  3. Timeliness of material
  4. Local emphasis
  5. Diversity of viewpoint
  6. Budgetary considerations
  7. Authority and accuracy
  8. Literary and artistic merit
  9. Cultural influence
- **Selectors follow these basic guidelines while carrying out this policy:**
  1. The District is responsible for ensuring a robust collection in the library
  2. The District does not attempt to acquire textbooks or other curriculum-related materials unless materials also serve the general public.
  3. The District will acquire local historical materials, which will be acquired for their historical value rather than literary merit. Usual weeding practices do not apply to local historical materials.
  4. Because the District serves a public embracing a wide range of ages, reading skills, and educational backgrounds, it will select materials of varying complexity.
  5. The District selects materials in languages commonly spoken at home by its patrons.
  6. In selecting materials, the District will be attentive to the special commercial, industrial, cultural, and civic enterprises of the area.
  7. The District endeavors to provide the most representative periodicals in a wide range of subjects.
  8. Digital and video resources, including DVDs, eBooks, audiobooks, government documents and databases are subject to the same general selection criteria as other materials.
  9. Suggestions from the public for the purchase of materials are considered according to the District's general selection policies and criteria.

### ***Gifts***

The District gratefully accepts unconditional gifts of materials in good condition, but reserves the right to evaluate and dispose of such gifts in accordance with this policy. Donations may be tax-deductible, and the District may issue a receipt for donated items,

but will not appraise the gifts. Donations that are not added to the collection may be given the Friends of the Mildred Whipple Library.

***Collection Maintenance***

The District keeps its collection vital and useful by a system of constant evaluation. Withdrawal of material from the collection is a vital part of successful collection maintenance. Materials are regularly removed to maintain a current, accurate and appealing collection. Any materials declared expendable must be approved by a trained staff member, and may be withdrawn for a variety of reasons, including but not limited to:

- Out-of-date information
- Wear or damage
- Item no longer responds to current needs or interests
- Format no longer collected
- Insufficient use or lack of customer demand

Deselected items may be given to the Friends of the Mildred Whipple Library to sell or they may be recycled at the discretion of the Library.

***Request for Reconsideration of Materials***

The District recognizes the right of individuals to question materials in the library collection and has developed a process to address concerns. If a patron wishes the District to remove or reclassify an item, they will be referred to the District Librarian. The patron has the option to discuss their concern with the District Librarian, and to fill out the “Request for Reconsideration of Library Material” form. The Collection Development Committee will examine the item in question, check reviews, and determine whether it conforms to the standards of the District’s policy. After a decision is made, the District Librarian will write to the patron, giving the reasons for the decision. If the patron is not satisfied by the District Librarian’s decision, the item will be referred to the Board of Directors for further review. The material in question will remain in the collection, pending the final decision by the Committee or Board.