

# Carver Memorial Library

## Materials Selection/Collection Development Policy

### Objectives

A written materials selection policy:

- aids Library staff in building a useful, well-rounded collection that meets the needs of the community
- helps the Board of Trustees determine whether the staff is doing an acceptable job of building a collection that is relevant to community needs and meets accepted standards of quality
- helps to answer questions from the public regarding the presence or absence of certain materials, and shows the basis on which materials have been selected

The materials selection/collection development policy will be reviewed and/or revised as the need arises.

### Responsibility for Selection

The responsibility for selection of library materials rests with the library director, who operates within the framework of the policies adopted by the Trustees. This responsibility may be shared with other members of the library staff.

### Method of selection

**Criteria:** The main points considered in the selection of materials are:

- Appeal to the interests and needs of individuals in the community
- Individual merit (e.g. accuracy, artistic excellence, entertaining presentation)
- Suitability of physical form to library use
- Existing library holdings
- Budget
- Space

**Reviews:** Reviews in professionally recognized periodicals are the primary source for materials selection. 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 in public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

**Requests:** All requests from patrons for specific titles or subject requests will be considered.

## **Gifts and Donations**

Books and other materials will be accepted for inclusion in the collection only if they meet the same standards as those required of purchased materials. Gifts not meeting those standards, duplicates of items already in the collection, and gifts not easily integrated into a library collection may be disposed of by the Director in a manner similar to withdrawn material.

## **Withdrawal of Materials**

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Materials which are no longer useful will be systematically withdrawn from the collection according to accepted professional practices.

Disposition of withdrawn materials is the responsibility of the Director. Materials may be sold at library book sales, given to other libraries, sold to used book dealers, donated to the fund-raising efforts of nonprofit organizations, or recycled.

## **Accessibility**

The library assures free access to its holdings for all patrons, who are free to select or reject for themselves any item in the collection. Children are not limited to the children's collection, although these collections are kept separate from other library collections to facilitate use. Responsibility for a child's reading rests with the parent or guardian. Carver Memorial Library staff and Trustees believe that the right to read is an important part of intellectual freedom, and have adopted the American Library Association's *Library Bill Of Rights* and *Freedom To Read* statements as official library policy (see appendix). Interpretations of these statements are available at the ALA website, [www.ala.org](http://www.ala.org).

## **Challenged Materials**

Although materials are carefully selected, differences of opinion can arise regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Statement of Concern About Library Resources" form, which is available in the library. The matter will be placed on the agenda of the next regular meeting of the library Board of Trustees.

Approved by the Carver Memorial Library Association Board of Trustees  
August 28, 2008