

Presque Isle Community Library	
Title:	Materials Selection and Collection Development Policy
Original Adoption Date:	March 18, 2008
Suggested Review Cycle:	Every 5 Years
Revision Date(s):	June 14, 2016

PURPOSE: 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.

POLICY: To provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time. The ultimate responsibility for the selection of library materials rests with the Library Director.

The ALA Library Bill of Rights and The Freedom to Read Statement (attached) have been endorsed by the Board of Trustees and are integral parts of the policy.

<http://www.ala.org/advocacy/intfreedom/librarybill>

<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>

GUIDELINES:

1) Criteria for Selection - The main points considered in the selection of materials are:

- a) Individual merit of each item
- b) Popular appeal and demand
- c) Suitability of material for the patrons
- d) Existing library holdings
- e) Budget

Reviews are a major source of information about new materials. The primary source(s) of reviews are the Library Journal, Book List, Best Seller's Lists and Patron suggestions will be considered. 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 the 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.

2) Interlibrary Loan

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loans are used to obtain from other libraries those materials that are beyond the scope of this library's collection. In return for utilizing interlibrary loans to satisfy the needs of our patrons, the Library agrees to lend its materials to other libraries through the Merlin Consortium and WISCAT.

3) Weeding

An up-to-date, attractive, and useful collection is maintained through a continual withdrawal and replacement process as recommended by the NWLS. Replacement of worn volumes is dependent upon current demand, usefulness, recent acquisitions and availability of newer editions. This ongoing process of weeding is the responsibility of the Library Director.

4) Inventory

The Library Director will determine inventory timeframes taking into consideration recommendations by the NWLS.

5) Potential Problems or Challenges

The Library recognizes that any 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 child appropriate material rests with the parent/legal guardian. 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.

6) 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 "Statement of Concern about Library Resources" form from the library staff. The inquiry will be placed on the agenda of the next regular meeting of the Board of Trustees.