

OPERATIONS

Collection Development

I. STATEMENT The Red Jacket Community Library sets as its major goal in collection development to secure for all residents of the community the informational, educational, cultural and recreational materials that fit their needs.

II. PURPOSE The purpose of the collection development policy is to guide the Library Director and to inform the public about the principles upon which selections are made.

III. POLICY

A. DEFINITIONS

1. The word "materials," as used for the specific forms of media, has the widest possible meaning. It may include (but is not limited to) hardbound or paper bound books, pamphlets, maps, magazines and journals, newspapers, manuscripts, films, sound discs, sound tapes, DVDs, Blue-Ray discs, computer software, kits and video games.

B. RESPONSIBILITY FOR MATERIALS SELECTION

1. The ultimate responsibility for selection rests with the Library Director who operates within the framework of the policies approved by the Board of Trustees. The Director may authorize other staff to apply this policy in building the Library collection.

C. CRITERIA OF SELECTION

1. These basic principles are applied as guidelines for selection. Every item should meet such of the following criteria as are applied to its inclusion in the collection:
 - a. The degree and accomplishment of purpose.
 - b. Authority and competency of the author, composer, film maker, etc.
 - c. Comprehensiveness in breadth and scope.
 - d. Sincerity and fundamental objectivity.
 - e. Clarity and accuracy of presentation.
 - f. Appropriateness to the interests and skills of the interested users.
 - g. Relation to the existing collection.
 - h. Relative importance in comparison with other materials on the subject.
 - i. Importance as a record of the times for present and future use.

D. USE OF LIBRARY MATERIAL

1. The Library recognizes that any material can be controversial and any given item may offend some library user. Selections will not be made on the basis of any anticipated approval or disapproval, but solely on the merits of the works in relation to building of the collection and to serving the interests of the community.

2. Library material will not be marked or identified to show approval or disapproval of the contents, and no item will be sequestered except for the express purpose of protecting it from injury or theft.
3. The use of rare and scarce items of great value may be controlled to the extent required to preserve them from harm, but no further.
4. Responsibility for the reading, listening, and viewing of materials by children rests with their parents or legal guardians. Selection will not be inhibited by the possibility that materials may inadvertently come into the possession of children.

E. GUIDELINES FOR SELECTION

1. The Library adheres to the principles in the American Library Association Bill of Rights and the American Library Association statements on the "Freedom to Read" and the "Freedom to View" (See Adoption of ALA Standards).
2. The Library recognizes the purpose and resources of other area libraries and shall not needlessly duplicate functions and materials. Through cooperative agreements the resources of these libraries may be made available to the Red Jacket Community Library.
3. The Library acknowledges the purpose of educational programs for students of all ages provided by the educational institutions in the area. Textbooks and curriculum related materials for these programs are provided where the materials also serve the general public or where they provide information not otherwise available.
4. Legal and medical works will be acquired only to the extent that they are useful to the layman.
5. The Library acknowledges a particular interest in local history. Therefore, it seeks to acquire related materials.
6. Because the Library serves a public embracing a wide range of ages, educational backgrounds and reading abilities, it will always seek to select materials of varying complexity.
7. In selecting materials for the collection, the Library will consider the special, commercial, industrial, cultural and civic enterprise of the community.

F. MAINTAINING THE COLLECTION

1. Materials which no longer serve a need will be removed from the collection. Decisions for removal will be based on circulation, physical condition, usefulness, age and accuracy.
2. Disposing of Removed Resources:
 - a. Items that have been removed will become part of a book sale, donated to area non-profit organizations or offered for free to library patrons.
 - b. Exceptions:
 - (1) Magazines will be kept for a period of one year. Discarded magazines will be placed in the bin in the front lobby and may be taken, without any charge, by anyone. Magazines may also be used, as needed, for craft programs.

(2) Newspapers will be kept for a period of six months. Old newspapers will be recycled or used for craft programs as needed.

G. RECONSIDERATION OF MATERIAL

1. Procedures have been developed for the reconsideration of materials to assure that objections or complaints are handled in an attentive and consistent manner (See Reconsideration of Library Materials Policy)

IV. REFERENCES

- A. American Library Association Selection Criteria from *Selection & Reconsideration Policy Toolkit for Public, School, & Academic Libraries*,
<http://www.ala.org/tools/challengesupport/selectionpolicytoolkit/criteria>

Revision History	
2021-05	Removed section on gifts, general corrections and minor updates