

**ARAM PUBLIC LIBRARY Policy 4.1
Collection Development/Maintenance Policy**

Adopted January 15, 2015

Materials selected for the library collection are intended to meet the cultural, informational, and educational with an emphasis on the recreational needs of the citizens of the City of Delavan and the surrounding area. The scope of the collection is intended to offer a choice of format, treatment, and level of difficulty so that most individual library needs can be met and service given to individuals of all ages. The collection is not archival and is reviewed and revised on an on-going basis to meet contemporary needs.

The purpose of this policy is to guide the library staff and to inform the public about the principles upon which selection decisions are made. A policy cannot replace the judgment of librarians, but stating goals and indicating boundaries will assist the library director and staff in choosing from the array of available materials.

The library will include materials which best meet the community's informational, recreational, and educational needs. Basic to this policy is the Library Bill of Rights adopted by the Delavan Public Library Board of Trustees' on January 4, 1996.

Definitions

"Materials": as used in this policy, includes books, periodicals, pamphlets, pictures, photographs, audio recordings, discs, software, databases, microforms, posters, displays, educational toys, and any other form or format in which information and ideas may be conveyed, either existing or as may be developed.

"Selection": the decision that must be made either to add material to the collection or to retain or withdraw materials already in the collection. Selection does not refer to the guidance of an individual patron.

Objectives

The primary objectives of the library are to collect, organize, and make easily available materials of contemporary significance and of long-term value. The library will always be guided by a sense of responsibility to both the present and the future in adding materials which will enrich the collection. The library also recognizes an immediate duty to make available materials for enlightenment and recreation, even though such materials may not have enduring interest or value.

The final responsibility for selection lies with the Director. The Director delegates to staff members the authority to interpret and apply the policy in making day-to-day decisions.

Criteria for Selection

No item in the library collection can be indisputably accepted or rejected by any given standard. However, certain basic principles can be applied as guidelines. Materials selected must meet one or more of the following criteria:

1. Current usefulness or permanent value,
2. Authority and competence of author,
3. Scope and comprehensives of subject treatment,
4. Clarity and accuracy of presentation,
5. Appropriateness to interests and skills of intended audience,
6. Relation to existing collection,
7. Relative importance in comparison with other materials on the subject,
8. Local interest.

Guidelines for Selection

1. The selection of any materials for the library's collection does not constitute an endorsement of its content. The library recognizes that many materials are controversial. Selection decisions are not made on the basis of any anticipated approval or disapproval, but solely on the criteria for selection.

Responsibility for the reading, listening, and viewing of library materials by children rests with their parents or legal guardians. Selection will not be inhibited by the possibility that materials may be accessible to children.

Library materials are not labeled or identified to show approval or disapproval of the contents. Materials are not sequestered except for the purpose of protecting them from damage or theft. The library will reconsider any material in its collection as outlined in the *Reconsideration of Challenged Materials* policy.

2. The library recognizes the purposes and resources of area libraries and will not needlessly duplicate materials. Interlibrary Loans are used to secure from other libraries those specialized materials which are beyond the scope of the library's collection.
3. The library does not attempt to acquire textbooks or other curriculum-related materials except where such materials also serve the general public or where they provide information not otherwise available. Legal and medical works will be acquired only to the extent that they are useful to the general public.
4. The library always seeks to select materials of varying complexity and format because it serves a community with a wide range of ages, educational backgrounds, interests, sensory preferences, language preferences and reading skills.

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