



COLLECTION DEVELOPMENT POLICIES

Approved by the Vista Grande Public Library Board of Directors - 21-Oct-2008

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MATERIALS SELECTION POLICY

The public library is the institution in our society that attempts to provide a diversity of viewpoints on a wide range of topics of interest, including political, social, and religious ones. The Vista Grande Public Library chooses materials representing different points of view, limited only by our selection criteria, budget, and space in our facilities. No title is excluded or included on the basis of moral, racial, political, gender, or religious preference.

The ultimate responsibility for materials selection rests with the Librarian who operates within the framework of policies determined by the Library Board. Only staff, not volunteers, are deemed qualified selectors. The general public and staff members may recommend materials for consideration.

Annually the Librarian will prepare and present an updated Library Collection Plan to the Board for their approval, which details the proposed actions for the coming year to improve the collection.

SELECTION CRITERIA

The following criteria are considered when selecting materials:

- literary, educational, informational, and recreational value
- reviews from professional journals, magazines and newspapers
- expressed or anticipated patron demand
- timeliness or permanence of the material
- availability of materials elsewhere
- appropriateness to the interests and skills of the intended user
- authority and accuracy of the author

No single criterion is used to justify a purchase: material selectors consider all criteria in reaching a decision. Each type of material is judged on the basis of its overall content or style, not by isolated or random portions.

SELECTION TOOLS

The Library endorses the American Library Association's Freedom to Read and Freedom to View statements, the Library Bill of Rights, and the statements on Labeling Library Materials, Access to Electronic Information, Services, and Networks, and Free Access to Libraries for Minors. Copies of these documents are included in this Collection Development Policy.

GIFTS

The Library appreciates monetary or materials gifts. In accepting books and other materials, the library applies the same criteria and reserves the right to decide which materials should be added to the collection, which will be distributed elsewhere, and which will be placed in the library book sale. Receipts for gifts can only indicate the type and number of items donated. The donor is responsible for deciding the value of donated items.

DESELECTING

Maintenance of an up-to-date, attractive and currently useful collection is essential to meaningful library service. Deselecting or weeding is defined as a constant discarding, with replacement as needed of outdated, worn-out, or no longer useful materials.

RECONSIDERATION OF MATERIALS

The Library Board will review written complaints concerning specific titles as it deems necessary, and retention or deletion will be determined by the Board's standards of selection.

ref:

- American Library Association's Freedom to Read
- American Library Association's Freedom to View
- Library Bill of Rights
- Labeling Library Materials
- Access to Electronic Information, Services, and Networks
- Free Access to Libraries for Minors

ref (forms):

- Gift Receipt