

## **Collection Development**

### **Purpose of the Collection:**

The Webb Shadle Public Library strives to provide books and other library materials of value and interest for information and enlightenment for all people in the community. The library attempts to maintain a collection of carefully selected representative book and non-book materials that are both of current interest and permanent value. The library will strive to provide items of interest for patrons of all ages.

### **Responsibility:**

The Library Board delegates the selection and acquisition of library materials to the Library Director and, at the discretion of the director, staff who are qualified by education and/or experience. All staff members are encouraged to recommend materials needed in particular areas of the Library, and to make note of subjects requested by patrons but not held by the library. Recommendations for the addition of materials from citizens of the community are encouraged. Serious suggestions will be considered carefully and an effort made to include worthwhile titles which are deemed appropriate. When, in the opinion of the Director, the material requested is of limited appeal, interlibrary loan will be suggested instead of purchasing the material.

### **Selection**

The following factors will be determinants in the selection of materials to be added to the Library's collections:

- An attempt will be made to maintain an appropriate balance between books of temporary, current popularity and those which are timeless and of classic value.
- The overall value of material as an individual work and its value to the collection as a whole.
- Factual accuracy and/or objectiveness of non-fiction materials
- Relationship to existing collection in the same subject field
- Local history and materials of specific interest to the Pleasantville community will be given special consideration.
- Community needs and/or requests
- Price and/or availability
- Whenever possible, objective reviews in reliable sources will be consulted before purchasing materials.

The selection of sources for the purchase of library materials shall be left to the discretion of the Library Director or to the person(s) designated to be in charge of acquisitions.

All regulations governing the purchase of materials and services shall be in compliance with policies adopted by the City of Pleasantville.

**Collection Maintenance:**

The weeding of library materials is a continual process and one that is essential to maintain a quality collection. Material no longer deemed useful in the library will be disposed of according to accepted professional practices at the discretion of the Library Director.

Specifics considered in the weeding process.

- Outdated or inaccurate information
- Any materials which is badly worn, damaged, stained, or soiled
- Materials no longer in demand
- Duplicate copies
- Space limitations

The Library Director retains the right to dispose of all duplicate or unneeded materials.

Discarded materials become surplus property and may be given to and then sold by the Friends of the Library for fund-raising purposes to benefit the library.

**Donations of Library Materials.**

The Webb Shadle Public Library accepts gifts of books and donations. Gifts are accepted by the donor with the full understanding that all gifts become the property of the library. The library reserves the right to dispense gifts in any manner that it deems appropriate. Donations which are not placed in the collection may be given to and then sold by the Friends of the Library for fund-raising purposes to benefit the library.

The library does not appraise the value of donated material for tax purposes. A receipt clarifying the number of items given may be provided upon request to the donor.

The library does accept donations to purchase books, materials, furniture, or to make improvements. In honor or memorial of individuals. The library director will work with the donor to purchase materials which are meaningful to the family and the donor. A memorial book plate will be placed in the materials in their honor. A note will be sent to the family of the individual, upon request.

**Challenges:**

The Library will not remove specific titles solely because the individuals or groups may find them objectionable. All material shall be judged as a whole. No work shall be judged for exclusion by taking single passages out of context and basing condemnation of that book on such lifted passages.

**Request for Reconsiderations of Selections**

Any person at least eighteen (18) years of age, a registered patron of the library, and a resident of the Pleasantville Public School District who objects to specific books or other library materials in the collection is requested to submit a "Material Reconsideration Form".

Material will remain in circulation during the reconsideration process.

\* This form must be completed in full, signed by the person challenging the material, and forwarded to the Library Director for review.

\* The person must have read, viewed, or listened to the material in its entirety.

Patrons who wish to initiate comments or complaints will receive copies of the:

- \* Library Bill of Rights
- \* Freedom to Read
- \* Freedom to View
- \* Collection Development Policy

The library director will go over these materials with the patron. The process of registering complaints is designed to make sure the selection was appropriate and informs the patron about the criteria used.

The patron is welcome to attend the meeting of the Library Board. The decision of the board on the material is final.

Board Approved on 6-8-22 