

Collection Development Policy

Objectives

The Metcalfe County Public Library provides current library materials for information, recreation, and lifelong learning.

The Library Bill of Rights, The Freedom to Read Statement, and The Freedom to View Statement have been endorsed by the Metcalfe County Public Library Board of Trustees and are integral parts of the policy. (See attached)

The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

Responsibility for Selection

Ultimate responsibility for selection rests with the director who operates within the framework of policies adopted by Metcalfe County Board of Trustees. The director may delegate initial selection to experienced staff because of training and position. Selections will be made from professional reviewing sources. Recommendations from borrowers are encouraged.

Materials purchased, in all formats as well as gifts and donations are judged as follows:

1. Controversial issues will be addressed in collection by materials representing all sides of an issue while maintaining a balance.
2. Acquisition of a title is based upon the merit of the specific title and the value of the title to the community.
3. Request for the general user will be considered and purchased based on material selection criteria. Specialized and ephemeral requests for topical materials are filled through Interlibrary Loan (ILL).
4. Duplication will be avoided except for high demand materials.
5. No purchases will be made from telephone solicitation or preview of material by shipment.
6. Sales representatives will be seen only by appointment with the Director.
7. Parents are responsible for guiding their children's reading. Library staff cannot censor their choice or refuse them information of any type.

Maintenance and Evaluation

To ensure a vital collection of continuing value to the community, materials that are not well used, are out of date, or are no longer accurate may be withdrawn.

Deselection generally follows the same criteria as selection. Additional factors considered include:

- Relevance to the needs and interest of community, and current demand
- Accuracy, timeliness and frequency of use
- Local interest
- Physical item condition
- Availability of content in more recent works
- Number of copies in the collection

Discarded books will be sold in book sales sponsored by the library unless their content is so outdated that the nature of the information makes them harmful to the public. Such books will be destroyed, through a recycling operation if possible.

Gifts, Donations, and Memorials

Gifts of materials are accepted with the understanding that they become the property of the library to add to the collection or dispose of as it sees fit. This policy will be explained to anyone wishing to make a donation before the materials are accepted. The donor will sign a form acknowledging this agreement. This form will serve as a statement for tax purposes. The library does not appraise or fix monetary value to gifts.

The library welcomes monetary, bequests, or memorials as long as their use is not restricted by conditions which would conflict with standard practices and policies of the library. The director will select materials needed for the collection. The library reserves the right to withdraw gifts from the collection on the same basis as purchased materials.

Reconsideration of Library Materials

The library is a unique institution charged with being an unbiased repository of recorded expression.

Complaints concerning material from the collection must be submitted in writing on the "Request for Reconsideration of Library Materials" form. (See attached)

The request will be reviewed by collection development personnel guided by the library's mission and the selection criteria of this collection development policy. A written response will be made by the Director or Assistant Director.