

# **ARCHBOLD COMMUNITY LIBRARY**

## **Collection Development Policy**

### **Purpose**

The purpose of the Archbold Community Library is to serve the community by providing for its recreational and informational needs. To fulfill this purpose, the Library acquires, makes available, and encourages the use of materials in all media for the enlightenment, cultural development, and enjoyment of members of its community of all ages and levels of ability or interest. The addition of material to the Library does not constitute or imply agreement with or approval of its content, but assures that a variety of differing points of view are represented. The Library furnishes materials for loan, provides resources for research in the library building, and provides home access to purchased research services available through the Internet.

### **Responsibility for Selection**

The initial responsibility for materials selection lies with the staff of the various departments. The ultimate responsibility for materials selection lies with the Library Director who operates within the framework of policies determined by the Library Board of Trustees.

### **Principles of Selection**

Selection is based primarily on the merits of a work in relation to the needs, interests and demands of the Archbold Community. The Archbold Community Library and its Board supports the American Library Association's Library Bill of Rights which states in part:

- materials should be provided for the interest, information and enlightenment of all people of the community
- libraries should provide materials and information presenting all points of view on current and historical issues
- materials should not be proscribed or removed because of partisan or doctrinal disapproval
- libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment

By the library's purpose and role, its collection may contain materials which are controversial or even offensive to some, but which otherwise meet the selection criteria of the library. The selection of materials is predicated on the library patron's right to read and view materials, and the patron's freedom from censorship by others. Representation of an idea, opinion, or school of thought within the library's collection does not constitute endorsement by the Board.

It is the responsibility of the library to provide materials. Patrons are free to make their own choices. Responsibility for the usage of materials by children lies with the parent or legal guardian.

### **Selection Criteria**

All materials, whether purchased or donated, will be considered in terms of the standards below. An item need not meet all the criteria in order to be selected.

- literary, artistic or technical value
- accuracy
- recommendations of reviews

- reputation and qualifications of author or illustrator
- relationship to the collection
- price and format
- contemporary significance or permanent value
- scarcity of information in subject area
- availability in other libraries

### **Fiction Collection**

There is no single standard for inclusion in the fiction collection. Each work is evaluated in comparison with other fiction works or authors of similar type.

Because of the large volume of fiction published, it is possible to purchase only a representative selection with emphasis on major authors and the most popular examples of a genre. Patron requests for materials of this type influence the addition of multiple copies.

### **Non-fiction Collection**

The non-fiction collection emphasizes timely, accurate, and useful informational materials to support individual, business, government, and community interests. It also emphasizes materials that are current and high-demand. Materials are available for all ages and reading levels and in a variety of formats. While most non-fiction materials are selected for their utility, others are acquired for their capacity to enrich and entertain.

The library does not attempt to acquire textbooks or other curriculum related materials except as such materials contribute to and serve the needs of the general public.

### **Non-print Materials**

Selection of non-print materials is based on artistic and technical quality of the work as well as the value of the content for fulfilling the recreational and informational needs of our patrons. A variety of formats for the presentation of non-print materials will be purchased as the Library's budget allows.

No DVD's with a rating of NC-17 or X will be purchased by the Library nor accepted as a donation to the Library.

### **Newspapers and Periodicals**

Periodicals represent an ongoing commitment in terms of subscription cost and storage. The library does not maintain physical copies of back issues of periodicals except for selected titles. Back issues of newspapers are maintained as space allows.

The periodical and newspaper collection is reviewed annually for additions and deletions.

### **Gifts**

The Library Director shall decide which gifts of materials will be kept, catalogued, and added to the library collection. These gifts will be judged according to the items listed under Selection Criteria.

### **Maintaining the Collection**

In order to maintain an active, accurate and attractive collection, the staff will periodically evaluate all print and non-print materials using accepted guidelines established for the library community for this purpose. Library materials may be discarded for any one of the following reasons:

- poor physical condition
- material is obsolete
- insufficient use
- item no longer fits the Library's collection

### **Patron Input**

Archbold Community Library welcomes suggestions for purchase of Library materials. Decision for purchase or inclusion is made by the selecting librarian according to the Collection Development Policy.

Patrons may also question the inclusion of materials in the collection. A form, "Request to Reconsider Library Materials" is available from the library staff.

### **Review of Policy**

This policy shall be evaluated and updated every 5 years or as necessary.

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Policy revised: November 15, 1995; December 18, 2006