

**COLLECTION DEVELOPMENT POLICY:** (Revised September 2018; Reviewed & Approved February, 10, 2020; Reviewed & Approved July, 12, 2021)

**Responsibility for Selection**

Selection of all materials shall be the responsibility of the Library Director, who operates within the framework of policies determined by the Library Board of Trustees. Both the general public and staff members may recommend materials for consideration.

**Criteria for Selection**

Selection procedures shall follow the principles set forth in the Library Bill of Rights and the Freedom to Read Statement of the Library Association, and in accordance with federal and state laws.

Selection of library materials, whether purchased or donated, is based upon the informational, educational, and recreational needs of the community but is limited by factors such as materials budgets, space, agreements with other libraries, and content of existing collections.

Each potential acquisition must be considered in terms of its own excellence and the audience for whom it is intended. There is no single standard that can be applied in all acquisition decisions. Some materials may be judged primarily in terms of artistic merit, scholarship, or value as human documents; others are selected to satisfy the recreational or informational needs of the community.

The library keeps its collections vital and useful by retaining or replacing essential materials, and by removing, on a systematic and continuous schedule, those works that are worn, outdated, of little historical significance, or no longer in demand.

**Gifts**

The Norma Anders Public Library will accept gifts and memorials only if there is no condition imposed on their use, location and disposal.

Gifts shall meet the same selection criteria as purchased materials. The library retains unconditional ownership of all donations and makes the final decision on acceptance, use, or disposition. The appraisal of the gift for tax purposes is the responsibility of the donor.

When the library receives a cash gift for the purchase of materials, whether as a memorial or for any other purpose, the general nature or subject area of the materials to be purchased will be based upon the wishes of the donor. The library staff in accordance with the needs and selection policies of the library will make selection of specific titles.

Special collections and memorial collections will not be shelved as separate physical entities. Such collections will be accepted only with the understanding that they will be integrated into the general collection.

**Concerns Regarding Material**

The patron's choice of library materials for personal use is an individual matter. Responsibility for the use of materials by children and adolescents rests with their parents or legal guardians. While a person may reject materials for himself or herself and for his or her children, he or she cannot exercise censorship to restrict access to the materials by others.

Any patron in the library's service area who objects to the presence or absence of a work may do so by completing the Request for Reconsideration of Library Resources form. The professional staff and the Library Trustees will review challenges. The patron will be informed of the Trustee's decision.