

## Collection Development Policy

1. The Library Manager will be responsible for the selection and development of the collection in conjunction with the Trustees.

### **SELECTION GUIDELINES.**

A. Major factors that influence the selection of library materials including print books, audio books, and DVDs are:

- Content
- Authority
- Literary merit, artistic quality, originality, and creativity
- Accuracy, currency, objectivity, clarity, logic, and effectiveness of material relevance to the needs of the community
- Current interest in subject matter
- Local interest in subject or author, and school curriculum
- Popular demand
- Limits of space and funds

B. The Library does not purchase textbooks to support educational curriculums. Textbooks may be added to the collection if they provide the best or only source of information on a subject, or to complement an existing area with another perspective. Periodicals are added to the collection based on relevance and community interest. The library reserves the right to not purchase all works by an individual author. Not all criteria need to be met for purchase consideration.

2. The Library Manager shall endeavor to follow the general policy of proportionate selection among juvenile, adult fiction, and adult non-fiction materials.
3. The Trustees encourage the selection policy to be liberal and to have a collection that contains materials of varied points of view.
4. Materials acquired by the Library Manager should be noted to the Trustees.
5. The Library recognizes that materials selected for collection may be controversial and that any given item may offend any individual. Selections will be made, not on the basis of anticipated approval or disapproval, but solely on the merits of the work in relation to building the collection, and to serving the needs of library users in accordance with the library's stated goals.
6. The Library Manager, in conjunction with the Trustees, shall develop criteria for discarding books and materials.

### **COLLECTION MAINTENANCE.**

A. To provide the best service to our community the collection is regularly evaluated. To keep the collection fresh and relevant the Library maintains a schedule of evaluation. The Library Manager uses an acronym, MUSTIE, to indicate when an item should be removed. MUSTIE stands for:

- **M**isleading, for items are out of date, contain inaccurate data or are not historically significant
- **U**gly, for items that are worn, stained, or damaged beyond repair superseded by a new edition or a better source
- **S**uperseded, by a newer edition or much better book on the subject
- **T**rivial (of no discernible literary or scientific merit)
- **I**rrelevant to the needs and interests of the community
- **E**lsewhere (the material may be easily borrowed from another source)

B. Decisions are based on some combination of these criteria; that is, an item will probably not be

discarded by meeting only one of these criteria. Other criteria that might also be considered include age, condition, frequency of use/circulation, and multiple copies. The automated library system provides report options to assist the staff in the weeding process. Items removed from the collection are to be either sold with proceeds to benefit the Library or disposed of properly.

Currently useful items withdrawn by reason of condition, loss or damage will be considered for replacement.

7. The Trustees believe that censorship is a purely individual matter; while persons are free to restrict their own use of materials, no one can restrict the freedom of others.
8. Patrons requesting that material be withdrawn from, relocated, or restricted within the collection may complete a Request for Reconsideration of Library Resources form which is available from the Library Manager. The request shall be reviewed by the Library Manager and the material will be evaluated based on the complaint. The Library Manager will issue a written decision to the challenger within 30 days. This decision may be appealed to the Library Board of Trustees. The challenger's appeal will be placed on the agenda of the next regular meeting of the Olive Pettis Library Trustees. Decisions of the Library Board are final and are made within 60 days of the receipt of the appeal.

*Refer to Request for "Reconsideration of Library Resources"*

The Board of Trustees recognizes the great importance of the freedom to read/listen/view, as is upheld in the First Amendment to the United States Constitution. Thus inspired, the Board declares that it will adhere to and support the "Library Bill of Rights," the "Freedom to Read Statement," and the "Freedom to View Statement" as adopted by the American Library Association. *See APPENDIX page for these documents, pages 33-37.*

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