

Collection Development

Approved by Library Board: July, 2018

Latest Update: February, 2024

Purpose

Selection of library materials is based on the merit of a work in relation to the needs and interests of the community. Literary critical judgment is used to select those items best suited to fill these needs. Cost, space, usefulness, demand, and current holdings must also be considered. The library will set policies with regard to selection of materials to guide staff and ensure that these considerations are met as more fully outlined in the policy objectives.

It is important that the library's collection meets the broad and diverse interests of the community and respects both the library's autonomy and their specific community needs. The public library serves as a center for voluntary inquiry and the dissemination of information and ideas. Library materials should be provided for the interest, information, and enlightenment of all people, and should present diverse points of view in the collection as a whole. It is the right of the public to receive access to a range of social, political, aesthetic, moral, and other ideas and experiences.

Collection Policy Objectives

A comprehensive and current collection development policy provides a framework for equitable growth and efficient management of library materials. This framework includes these objectives:

- To provide guidance for materials selectors
- To provide the public with information regarding selection principles
- To assure continued growth of the collection
- To provide a means for the library to evaluate its selection process
- To respond to public concerns regarding the content of the library's collection

Criteria for Selection

Each proposed selection is evaluated on its own merit and in relation to the collection as a whole, using some or all of the following criteria:

- Cost
- Popular interest or demand by the public
- Current and future relevance to community needs
- Suitability of subject, style, and format for the intended audience
- Literary quality, artistic value, or importance to its genre
- Availability of the material elsewhere
- Importance of the author or artist
- Sustained interest

- Appropriateness for age
- Availability of the subject in the library
- Currentness of information
- Social significance
- Uniqueness or special features

Some material chosen may be offensive, shocking, or boring to some readers but may be meaningful and significant to others. Material will not be excluded because they may cause concern to some individuals. They will not be excluded solely because they contain views, language, or depictions that may be controversial. Selection of material will not be restricted by the possibility that the material may come into possession of minors. The library subscribes to the principles contained in the Freedom to Read Statement, Freedom to View Statement, and the Library Bill of Rights adopted by the American Library Association. [See appendices for the full text of each document]

Selection Tools

Persons responsible for the selection of Library materials will use a variety of tools to choose items that are needed and appropriate for addition to the collection. These tools include but are not limited to:

- Professional journals
- Patron requests
- Newspapers
- Established lists
- Staff recommendations
- Online reviewing sources

Responsibility for selection

Library staff select library materials for purchase and addition. The Library Director has final approval for all staff-selected materials.

Suggestions

The Loomis Library welcomes input from the public regarding the contents of the collection. Patrons wishing to suggest titles for acquisition may fill out a Suggestion for Purchase form. All suggestions will be considered for acquisition in accord with library policy.

Gifts

Donations of material or funds to enrich the library collection are welcome. Gifts of material will be accepted into the library's collection at the discretion of the Community Engagement Librarian or designee according to the selection criteria listed above. Material received but not used by the library is subject to disposition at the library's discretion. See the gift and donation Policy for further information.

Replacements

Material that has been lost or damaged may be replaced using the same criteria as for selection. Other factors considered when deciding on replacements include:

- The number of copies in the library
- Comparable quality of replacement copy
- Availability of newer material on the subject
- Coverage of subject in that area
- Existence of adequate coverage of a field
- Other similar material in the collection
- Demand for and intrinsic value of a specific title

Deselecting/Weeding

Judicious and systematic discarding of library materials is necessary to keep the collection attractive, useful, and current staff may weed the collection due to the following:

- Currentness: Item is no longer current, relevant, or accurate
- Surplus: Too many copies of one title or in subject area
- New edition: Older edition regularly replaced when new edition published
- Infrequent use: Item has low to no recent circulation
- Condition: Item is damaged, missing pages, or worn out
- Space: Shelving space is no longer available.

Material weeded will be donated to the Friends of the Loomis Library, recycled, given away, or discarded.

Organization

Organization and placement of material within the library is generally based upon assigned classification, subject area, genre, format, and appropriate age groupings. The library primarily uses the Dewey Decimal Classification (DDC) system and Library of Congress Subject Headings (LCSH) to determine placement. These tools divide materials by subject or genre. When these factors are absent or lacking, staff will use reviews by professionals in the field or information from the material to determine placement.

Accessibility

The public, regardless of age, has free access to all library material selected and placed in the collection. Placement of material within the library is generally based upon assigned classification and appropriate age groupings. Some items need protection because of rarity, cost, susceptibility to loss or damage, fragility, or format unsuited to heavy use. These items are often available by request only.

Any restriction of a minor's access to material is the responsibility of the parents or guardians, not library staff. The library cannot act in loco parentis, thus staff cannot restrict access of library material to minors.

Library Displays

The library's philosophy of open access to information and ideas extends to library displays. All displays are intended to further the mission of the library. The responsibility for the library displays is held by the Library Director. The library may draw upon other community resources in developing displays, and may partner with other community agencies, organizations, educational institutions, or individuals to develop and present co-sponsored displays. Library staff will use the following criteria in making decisions about library displays and accompanying resources:

- Community needs and/or interest
- Availability of space
- Treatment of content for intended audience
- Presentation quality
- Budget
- Historical, cultural, or educational significance
- Connection to other community or national programs, exhibitions, or events
- Relation to library Collections, resources, exhibits, and programs

The library will strive to include a wide spectrum of opinions and viewpoints in library-initiated displays, as well as offer displays that appeal to a range of ages, interests, and information needs. Library-initiated displays will not exclude topics, books, media, and other resources solely because they may be considered controversial. Views and opinions expressed in the content on display do not constitute an official endorsement by the library. The library does not accept responsibility for ensuring that all points of view are represented in any single display. Materials are displayed openly and are equally accessible to all users. Materials shall not be proscribed or removed because of partisan or doctrinal disapproval.

Requests for Reconsideration

The library strives to maintain a collection with a broad appeal for all the citizens in Loomis. To this end, the library has adopted the American Library Associations, Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement. [See the appendices for the full text of each document]

Patrons and members of the staff may advise the library if they feel that material has been added to the collection or displayed in violation of this policy. The concerned person should contact the Library Director and complete a "Request for Reconsideration of Materials: form available at the front desk. [See appendices for a copy of this form.]

The Community Engagement Librarian will report this information to the Library Board. The Library Board will then determine if the material in question was selected according to this policy. The

concerned person or group will be notified by the Community Engagement Librarian of the Board's decision. Challenged materials will remain in the collection until the Board's final decision. Under no circumstances will the personal view or taste of either the Library Director or the members of the Library Board concerning the material be criteria in making a ruling. The determination will be made solely on the basis of compliance with the Collection Development Policy.