

# Collection Policy

This policy exists to guide the Library Director in selecting materials and to inform the public about the principles guiding collection development decisions. Responsibility for collection development lies with the Library Director and/or his/her designee(s) applying professional knowledge, experience, and this policy in making decisions.

## Collection Development

The West Branch Public Library provides free service to all individuals in the community, both children and adults. Its objectives include the provision of expertly selected materials to aid the individual in the pursuit of education, information, enjoyment, research, and leisure.

Materials selected for the collection will meet both the current and long-term needs of West Branch residents of all ages and abilities for information, education, culture, and recreation. The library strives to offer the widest possible range of subjects and views in a variety of formats, treatments, and levels of difficulty, within the limits of cost and space and considering current holdings and demand. Collection development will support priorities of the library's long-term plan.

The library subscribes to the principles embodied in the Library Bill of Rights adopted by the American Library Association. Including materials in the collection does not constitute endorsement of their contents. The library recognizes that any given item may offend some patrons, but, because the library follows accepted principles of intellectual freedom, it will not remove specific titles solely because individuals or groups may find them objectionable. Responsibility for materials use by children rests with their parents and legal guardians. Selection of materials for the collection is not restricted by the possibility that children may obtain materials their parents consider inappropriate.

The library welcomes suggestions and comments from the public and will consider requested materials of reasonable cost and value to the collection for acquisition. Specialized resources available in other local libraries will not be needlessly duplicated. The library adds curricular materials only when these also serve the general public. The library participates in programs designed to provide patrons access to materials not owned, such as interlibrary loan, reciprocal borrowing agreements, and access to Internet resources.

## Request for Reconsideration

Patrons who wish to object to materials in the library's collection may do so by requesting and completing a reconsideration form available from the Library Director. All completed forms will be considered at the next, regularly-scheduled library board of trustees meeting or at the meeting of a special committee designated by the Library Board of Trustees. Forms must be received at least 24 hours prior to the meeting to be considered. Challenged materials will not be removed from the public shelves while awaiting resolution of a request for reconsideration.

## Collection Maintenance

To ensure that the library's collection is up-to-date and relevant to the community's needs, the usefulness of materials previously added to the collection is reevaluated on a regular basis. Materials will be withdrawn if they are out-of-date, badly worn, damaged, or no longer being used. Space, the cost of replacement, and the appearance of the collection are also factors. Locally significant materials are not held to these standards and are generally retained. Withdrawn materials may be sold, recycled, or discarded.

## **Gifts**

The Library accepts gifts of books, DVDs, and CDs on behalf of the Friends of the West Branch Public Library and all donations of such materials become property of the Friends upon receipt.

Revised 02/18

Revised 11/14

Revised 05/11

Revised 08/09

Reviewed 08/08

Revised 03/05