

PEASE PUBLIC LIBRARY

COLLECTION DEVELOPMENT POLICY

Purpose of Policy

The Collection Development & Management Policy serves as a guideline for evaluating and selecting library materials for purchase and retention. The policy aims to communicate to the public the principles, resources, and professional standards consulted by staff to make collection development decisions in support of the library's mission.

Library Mission

Pease Public Library provides residents of all ages access to services that will: Facilitate continued growth and learning throughout their lives; Provide the information they need to answer their questions; Teach skills related to finding, evaluating and using information effectively; Help meet their recreational and informational reading interests through print/non-print materials and programs; Provide space for meetings and informational gathering.

Responsibility for Selection

Responsibility for material selection and management rests with the Library Director, with the support of the library Board of Trustees. The Director may delegate selection and management responsibilities to the appropriate library staff as needed.

Objectives of Collection Development and Management

The Library Board of Trustees recognizes that the Library has a responsibility to protect and promote patrons' right to read, view, or listen to materials and resources protected by the First Amendment, including controversial or unpopular views. The Board of Trustees recognizes the principles expressed in the American Library Association's Library Bill of Rights and Freedom to Read and Freedom to View statements. The Library neither encourages nor discourages any particular viewpoint. Selection of materials by the Library does not mean endorsement of the contents or the views expressed in those materials.

Selectors will strive to find accuracy in information and to consider the value of the material in its entirety. The Library does not advocate particular views or beliefs but attempts to provide access to a well-balanced collection of topics, age levels and opinions to all members of the

community. Library patrons make their own choices as to what they will use based on individual interests and concerns. The responsibility for a child's choice in reading materials belongs with the parents and/or legal guardians of the child.

Selection Criteria

Selectors will strive to balance collection diversity and demand with attention to available funds and space. It is our goal to meet the information and recreational needs of our patrons. Library staff consider many factors when evaluating material for inclusion in the collection. The following factors are considered when evaluating a resource (items need not meet all criteria for inclusion):

- Price, format, and ease of use
- Limitations of budget and space
- Relevance to the interests and needs of the community
- Clarity and accuracy
- Condition
- High standards of quality in content and format
- Literary merit and contribution to the field of knowledge
- Representation of diverse points of view
- Attention of critics and reviewers, award winners, or inclusion in bibliographies

When selecting materials, library staff will use reputable professional resources, metrics, judgement, knowledge, and experience. It is not possible to view/read personally the large number of books and audiovisual materials published annually. Therefore, library will staff will utilize appropriate resources to evaluate materials. Selection aids include the following publications, among other sources:

- Library Journal
- Booklist
- School Library Journal
- New York Times Book Review
- Publishers Weekly
- Horn Book
- Book Page
- Bookmarks

Recommendations/Requests

Recommendations for materials to add to the collection are always welcome. Suggestions are evaluated by the criteria and objectives listed above. Due to limited budget, the library cannot purchase all materials that are requested.

Gifts and Donations

The library accepts donations that supplement and enhance its collections. Gifts are evaluated according to the same criteria applied to purchased material. Those that do not conform to the selection criteria are generally not added to the collection. The library reserves the right to refuse to accept and/or dispose of in any way it chooses items which do not meet these criteria. Please see our Book Donation Guidelines for more information. ([link](#))

Collection Maintenance

To provide the best materials to the community, the collection is regularly evaluated. Removal of material from the circulating collections is a vital part of successful collection maintenance. Continuous evaluation is necessary and materials are regularly removed to maintain a current, accurate and appealing collection and to facilitate its ease of use. Items are evaluated on the same standards as initial selection criteria, and may also be removed for the following reasons:

- Items are worn, stained, or damaged beyond repair
- Items are out of date, contain inaccurate information, or are not historically significant
- New, more current, or more comprehensive resources are available
- Low circulation
- Space considerations

Adopted by the Board of Trustee on 6/21/23.