

COLLECTION DEVELOPMENT POLICY

1. Purpose

The collection development policy exists to assist librarians in the selection of library materials and to inform the public as to the principles guiding collection management decisions. Collection development refers to the decisions regarding adding materials to the collection, withdrawing materials from the collection, choosing materials for library programs, events, promotions, and professional development.

The Lexington Public Library selects materials and develops collections in a variety of formats to provide patrons with a wide range of informational, educational, cultural, and recreational resources which are easily accessible and cost-efficient. Materials selected for the collection will meet the current and long-term needs of Lexington and area residents of all ages and abilities.

2. Selection Guidelines

- A. Must adhere to the library's mission statement and role(s) of service within the community.
- B. Must be cost effective to acquire and/or maintain the material type.
- C. Merits of a work must be in relation to the needs and interests of the community.
- D. Must not attempt to duplicate the resources of a research institution in relative proximity to the Lexington Public Library.
- E. May meet the popular demand for which there is consistent local demand. No attempt is made to collect the complete works of any author, performer, or creator.
- F. A variety of sources will be used to evaluate materials for purchase including, but not limited to:
 - a. Professional reviews
 - b. Authority and competence of author
 - c. Relationship to existing materials in the collection
 - d. Community requests and/or anticipated popular demand
- G. Must meet the basic tenets of the Library Bill of rights, Freedom to Read, and Freedom to View statements adopted by the American Library Association (ALA).

- H. Every effort will be made to represent all points of view.
- I. Purchasing material for the collection of the Lexington Public Library does not assume endorsement of their contents by library staff, the board of trustees, or the city of Lexington.

3. Access

- A. While an individual or group is free to reject material, no library staff person shall restrict access to the rest of the community.
- B. Selection of materials is not restricted by the possibility that children may obtain materials their parents or guardians deem inappropriate. While materials are shelved according to recommended age, patrons of any age have access to all sections of the library. Responsibility for children rests solely with their parents and/or legal guardians. The Library does not have the right nor the responsibility to act on the behalf of parents or guardians.

4. Responsibility for Selection

Responsibility for collection development and management lies with library staff who apply professional knowledge, experience, and the criteria of this policy in making selection decisions.

5. Collection Maintenance

- A. As technologies and library trends evolve, the formats of materials will also change. However, formats may include but are not limited to: print materials in fiction and nonfiction for all ages, magazines, newspapers, DVDs, audiobooks, electronic content, and digital databases.
- B. In order to maintain a vital, current, and up-to-date collection which meets the needs of the community, it is the responsibility of the selectors to examine and evaluate, on a regular basis, the usefulness of materials in the collection.
- C. The Library director will make decisions on the removal of materials from the collections based on the following criteria:
 - a. Outdated/obsolete
 - b. Worn beyond use
 - c. Damaged beyond repair
 - d. No longer being used
 - e. Space availability
 - f. Cost of replacement

- g. Appearance of collection
- D. Locally significant materials are not held to these standards and are generally retained.
- E. Materials withdrawn from the Lexington Public Library may be sold in library book sales, recycled, or given to a nonprofit organization at the discretion of the Library director.

6. Gifts & Donations

- A. Gifts are vital to the establishment and growth of the Library. The Library retains unconditional ownership of any accepted gift. The Library reserves the right to accept or decline any gift of library materials.
- B. Any gift considered by the Library for inclusion into the Library's collection must meet the same selection criteria as purchased materials.
- C. Donations may include library materials and monetary gifts. Monetary gifts are extremely useful in supplementing the Library's budget. Gifts may be given to be used at the discretion of the Library Administration for programs and services currently in greatest need.
- D. Gifts, memorials, or bequests with specific restrictions attached will be reviewed by the Library Board of Trustees before acceptance or rejection. Unrestricted gifts of money, lands, or property will be gratefully accepted by the Library Board of Trustees.
- E. Donated library materials may be placed in the ongoing library book sale. Proceeds from their sale will be deposited into the Lexington Memorial fund at the Lexington Community Foundation.
- F. Gifts are tax-deductible but Library staff may not set fair market or appraisal values for donated materials. Receipts are available upon request.
- G. Materials may be donated only in formats that are also available in the library including but not limited to: print books, unabridged audiobooks on CD, and DVDs. Donations of periodical subscriptions can be designated by either the donor or the library staff.
- H. Materials with the following conditions will NOT be accepted:
 - Moldy/musty with strong odor or water damage
 - Dirty (greasy, stained, insect infested, etc.)
 - Marked by pens, pencils, crayons, or highlighters
 - Physically damaged
- I. The Library is unable to accept:

- Textbooks/medical books
- Condensed books or abridged audiobooks
- Nonfiction titles over five years old
- VHS tapes, audio tapes, or music CDs
- Materials weeded from other libraries or institutions