

## **Collection Development – Selection and Acquisition**

The Director and designees shall be responsible for the selection and purchase of items which best fit the needs of the community as defined by the library objectives (goals).

The following criteria will be used, but will not be limiting factors, in evaluating materials during acquisition as well as weeding:

1. Reputation of author
2. Recommendations
3. Format, technical quality, durability
4. Content
5. Ease of use
6. Uniqueness of approach
7. Style
8. Timeliness or lasting value
9. Scope
10. Unity
11. Totality of impression
12. Achievement of purpose
13. Accuracy

The following criteria will be used for selecting materials for acquisition:

1. Price
2. Physical limits of building
3. Demand-potential use
4. Relationship to existing collection
5. Availability elsewhere in the area
6. Comparison to other sources on subject
7. Appropriate to library goals
8. Appropriate for clientele

The following criteria will be used for evaluating materials for weeding or replacement:

1. Accuracy and age of material
2. Physical condition of material
3. Current demand
4. Ease of use
5. More recent acquisitions
6. Availability of newer additions

The library will endeavor always to balance special group interests with general demand and to present fairly and truthfully opposing sides of

every controversial subject handled. Political or social affiliations of a specific author will not be cause for addition or rejection of his works. Neither will serious works which present an honest aspect of life be excluded because of coarse language or frankness. While the library does select its materials to maintain a quality collection, it does not censor any book for reasons of religious or political thought expressed. Judgment is made after a thoughtful review of the whole book. Generally excluded will be denominational or proselytizing works or textbooks.

A policy cannot replace the judgment of the Director/designees but will assist them in choosing from the vast array of available materials. The major goal in material selection is the advancement of knowledge, the education and enlightenment of the community, and the provision of recreational reading. Basic to the policy is the Library Bill of Rights as adopted by the American Library Association which states, among other things:

“In no case should any book be excluded because of the race or nationality or the political or religious views of the writer. There should be the fullest practicable provision of material presenting all points of view concerning the problems and issues of our times – international, national and local; and books or other reading matter of sound factual authority should not be proscribed or removed from the library shelves because of partisan or doctrinal disapproval.”

An up-to-date, attractive, and useful collection is maintained through a continual withdrawal and replacement process. The Library Director/designees shall be responsible for the evaluation of items in this ongoing process of weeding. The library shall have complete control over disposition of withdrawn materials while complying with Nebraska statutes.

As materials are weeded from the collection, they will be marked “withdrawn” and dated and offered for sale in the library. After a period of two months, if said materials are not sold, they will be placed in the library foyer and offered to the public at no charge. After another period of two months, said materials will be disposed of through donation to charitable or community organizations or through recycling if possible. Following this procedure, any remaining weeded materials will be disposed of with library waste. This procedure can be accelerated at the discretion of the library director if necessitated by space constraints. Large scale book sales can be conducted as volunteer help and activities permit.

