

SEWARD MEMORIAL LIBRARY COLLECTION DEVELOPMENT POLICY

The Seward Memorial Library is a public institution established and funded by the City of Seward to fill the informational needs of this community. Patrons of the library include not only citizens of Seward but also of the surrounding area as well as students from Concordia University. Library patrons come from diverse educational, cultural and economic backgrounds and display a wide variety of interests, needs, values, and viewpoints; to remain relevant the library collection must do the same.

- A. The library gathers materials, both print and non-print, on subjects of interest to the community. In collecting these materials, the library adheres to the principles embodied in the First Amendment of the Constitution of the United States, the Library Bill of Rights, and this policy statement.
 - 1. The library maintains a vigorous program on behalf of intellectual freedom.
 - 2. Care will be taken so that no one patron or group unduly influences the selection or withdrawal of library materials.

- B. The library collection is kept relevant by adding purchased or donated items that enhance existing resources.
 - 1. Priorities of the Seward Memorial Library collection take into account the interests of the community as well as the accessibility of information from other community resources.
 - a. Items of local significance are added to the collection whenever possible and are generally not discarded or circulated if deemed irreplaceable.
 - b. Popular fiction and non-fiction titles for all ages constitute a major emphasis of the library's collection. Titles with lasting value will be added to the library's permanent collection as resources allow.
 - c. A paperback trade collection of donated books will be maintained. Any individual is welcome to take out as many of these paperbacks as are brought in. No check-out is involved, so no library card is required.
 - d. Periodical titles owned include those covering current issues, popular culture, hobbies, and regional news. Scholarly journals are not a standard part of the library's collection.

- e. The library maintains a video collection of instructional videos, documentaries, children's films and other program-related titles.
 - f. Collections of specialty items (Library of Things: e.g. cake pans, board games, outdoor games) are added if public interest warrants and resources are available.
2. Selection of materials to be added, whether purchased or donated, follows standard guidelines.
- a. The final responsibility for selection of library materials rests with the Library Director who operates within the framework of policies set by the Seward Library Board.
 - b. At least one of the following criteria will be used in material selection: needs and interests of the library's users and anticipated users, accuracy and responsibility of the author, effective expression, significance of the subject, or the item's relationship to the rest of the collection.
 - c. Selection criteria for audio-visual and other non-print materials include such factors as artistic and technical standards in addition to content-related values.
 - d. Standard selection tools such as, but not limited to, book reviews from professional journals, best seller lists, and other professional library publications are used to determine usefulness of all print and non-print materials.
 - e. Patron requests are considered when it is felt the material suggested will be of use in the collection.
3. Additions to the library's collection are dependent to some extent upon available funds.
- a. The library secures the best discount possible.
 - b. Acquisition records show what is on order, what has been received, and current budget expenditures, balances and encumbrance.
 - c. Orders for library materials are placed at intervals throughout the year to ensure a regular flow of acquisitions.
- C. Because the Seward Memorial Library cannot purchase all materials that are requested by patrons, inter-library loan is used to provide patrons with access to materials beyond the scope of the local collection. Use of the inter-library loan

service is dependent on the good standing of the patron (see the circulation policy).

D. Weeding is an important part of collection development.

1. The collection is systematically weeded to make the library's holdings more attractive and easier to use and to allow space for new purchases.
2. Weeding criteria include: obsolete, inaccurate, or outdated information, little or no circulation, damaged or dirty condition, duplicates no longer needed.
3. Weeded material is offered to the public by the Friends of Seward Library.

E. Reconsideration Procedures

1. Library Materials

- a. A Seward Memorial Library cardholder in good standing may identify material (owned or ordered) for reconsideration.
 - 1) A conversation regarding the item and the Collection Development Policy of the library may be held between the cardholder and a library administrator.
 - 2) If the cardholder is unsatisfied, they may complete a written form for the Library Director to respond to, in writing, within 30 business days. A form not completed in its entirety or that is unsigned will not be valid and will not receive a response.
 - 3) If the cardholder remains unsatisfied, they may request that the Library Board review the item at their next regularly scheduled Board meeting by contacting the library to be placed on the agenda at least five business days in advance of the meeting. The cardholder must be present at the meeting or submit in 500 words or less their reasoning for the reconsideration request.
 - 4) Any cardholder may only have one Request for Reconsideration active at any time.
- b. The item under discussion will remain in the collection during this process.

- c. The final decision on the item under discussion will remain in effect for three years with pertinent documents remaining on file for that duration.
2. Policy Reconsideration
- a. A Seward Memorial Library cardholder in good standing may identify a problem with or violation of a Library Board policy.
 - 1) A conversation regarding the identified policy of the library may be held between the cardholder and a library administrator.
 - 2) If the cardholder is unsatisfied, a written form may be completely filled out for the Library Director to respond to, in writing, within 30 business days. Forms not completed in their entirety or that are unsigned will not be valid.
 - 3) If the cardholder remains unsatisfied, they may request that the Library Board review the policy at their next regularly scheduled Board meeting by contacting the library to be placed on the agenda at least five business days in advance of the meeting. The cardholder must be present at the meeting or submit in 500 words or less their reasoning for the Request for Policy Review.
 - 4) Any cardholder may only have one Request for Policy Review active at any given time.
 - b. The existing policy will remain in effect during the review process.
 - c. The final decision regarding this policy will remain in effect for three years with pertinent documents remaining on file for that duration.