

Collection Development Policy

Date Approved: 8/8/2006

Approved by the Superior Library Board

Date Amended: 6/13/2023

This collection policy is to give guidelines to the selection of appropriate library materials to meet our general library objectives and mission statement.

Mission Statement:

The Superior Public Library provides collections of materials, along with programs and services that bring people together, foster creativity, and encourage lifelong learning. We preserve our storied past, enrich present lives, and prepare for an ever-changing future.

The library attempts to meet the needs of the community as a whole and recognizes that some materials will be viewed as objectionable to some citizens. It is the responsibility of the patron to select materials that meet their taste. It is the responsibility of the parent or guardian to supervise library materials of their children.

The library is supported by the taxpayers of Superior and by memorials and donations from private sources. The best use of tax dollars will be considered when buying materials to provide different viewpoints.

Principles

In selecting materials, the library is guided by the American Library Association's Library Bill of Rights and the principles outlined in the Freedom to View statement of the American Library Association.

The library attempts to meet the needs of total community, recognizing that some materials may be viewed as controversial by individual citizens. It is the responsibility of the individual library user to select those materials which suit his/her tastes. Supervising the use of library materials is the responsibility of the parent or guardian, not of the library staff.

Library materials are not marked or identified to show approval or disapproval of the contents, and no materials are sequestered, except for the purpose of protecting them from injury or theft.

A balanced collection attempts to represent all sides of controversial issues as far as availability of materials, space, and budget allow. Selection is based upon criteria stated in this policy. The race, religion, nationality, or political views of an author or creator; offensive language; depictions or descriptions of violence or

sexually explicit activity; controversial content of an item; or endorsement or disapproval by an individual or group in the community does not cause an item automatically to be included or excluded from the library's collection.

All public libraries contain materials that some patrons may find objectionable. Libraries may omit from the collection materials that some patrons feel are important. In either case, the library has procedures that patrons may use in requesting the reconsideration of materials.

Criteria for Selection

All acquisitions, whether purchased or donated, will be evaluated in terms of the following standards. All selections must meet at least some of the following standards.

1. Present and potential relevance to community needs.
2. Importance as a document of the times.
3. Relation to existing collection and other materials on the subject.
4. Scarcity of information in subject area.
5. Accuracy.
6. Relation of work to existing collection and balance of viewpoints expressed in the collection.
7. Price, age, format, and ease of use.
8. Physical condition of the material.
9. Availability of material elsewhere in the community.
10. Popular demand.

Final responsibility for material selection rests with the Library Director.

Donated items that the library/library foundation will not accept: Encyclopedias, college books, highlighted or handwritten notes, old, dirty, stained, torn, or ones that smell, magazines over 2 years old, VHS.

Gift Books

The Library will accept gifts of library materials with the understanding that if they are not appropriate for our collection the materials will be placed on the book sale or disposed of. All gifts will be reviewed and must meet the same criteria as if purchased. Monetary gifts to the library for memorials or donations are accepted through the Library Foundation. Requests for specific titles or subject must have the approval of the Library Director.

Collection Maintenance Policy

Collection items may be removed from the library to maintain a useful and attractive collection. For information on removal of materials look under the Weeding Policy.

Challenging/Reconsideration

For information on challenging/reconsideration of library materials see under Materials Request for Reconsideration Policy.