

- responsibility of the author, effective expression, significance of the subject, or the item's relationship to the rest of the collection.
- ii) Selection criteria for audiovisual and other non-print materials include such factors as artistic and technical standards in addition to content related values.
  - iii) 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.
  - iv) Patron requests are considered when it is felt the material suggested will be of use in the collection.
- l) Additions to the Library's collection are dependent upon available funds.
- i) The Library secures the best discount possible.
  - ii) Acquisition records show what is on order, what has been received, and current budget expenditures, and balances.
  - iii) Orders for library materials are placed at intervals throughout the year to insure a regular flow of acquisitions.
- m) Because the Culbertson Public Library cannot purchase all materials that are requested by patrons, interlibrary loan is used to provide patrons with access to materials beyond the scope of the local collection. Use of the interlibrary loan service is dependent on the good standing of the patron (see the circulation policy).
- n) Weeding is an important part of collection development.
- i) The collection is systematically weeded to make the Library's holdings more attractive and easier to use and to allow space for new purchases.
  - ii) Weeding criteria includes obsolete, inaccurate, or outdated information, little or no circulation, damaged or dirty condition, and duplicates no longer needed.
  - iii) Weeded material is offered to the public.

#### **4) METHOD FOR HANDLING COMPLAINTS:**

- a) If at any time, a patron of the Culbertson Public Library believes that material is inappropriate for the collection, he/she may file a written Request for the Reconsideration of Materials. If the patron feels there is a problem with or violation of a Library Board policy, the patron may file a written Request for Policy Review.
- b) "On order" materials will be reviewed by the Board if at least three written complaints are received before the receipt of the item.
- c) The Library Director will consider the Request for the Reconsideration of Materials or the Request for Policy Review and will respond in writing to the