

COLLECTION DEVELOPMENT POLICY

I. Purpose Statement

The collection development policy is a guide for librarians in selecting materials and to inform the public about the principles behind collection development decisions. Collection development is the ongoing process for adding materials to the collection, retaining materials already in the collection, withdrawing materials from the collection, and choosing materials for library programs, promotions and professional development in an effort to increase both the quality, accessibility, and quantity of the entire collection.

Materials selected for the collection will meet both the current and long-term needs of York and area residents of all ages and abilities for information, education, culture and recreation. Library staff is committed to offering the widest possible range of subjects and views in varying formats and reading levels, within budget and space, and in consideration of current holdings and demand. Collection development will support the priorities of the goals in the Library's strategic plan.

Ultimate responsibility for collection development lies with the Director.

11. Materials Selection Guidelines

- A. The Library recognizes that any given item or subject may offend some people and because the Library follows the accepted principles of intellectual freedom and the right to access information, we will not remove specific titles solely because individuals or groups may find them objectionable.
- B. The library subscribes to the principles embodied in the [Library Bill of Rights](#), [Freedom to Read](#) and [Freedom to View](#) statements adopted by the American Library Association (ALA).
- C. Selection of books and/or materials is based on interest, information, and enlightenment of all people of the communities served and to represent a wide variety of viewpoints. Materials will not be excluded because of the origin, background, or views of those contributing to their creation.
- D. items must align with the Library's mission statement and chosen roles for service.
- E. Selection considerations include cost, space limitations, availability from approved vendors, current holdings and demand.
- F. Selection will not attempt to duplicate the resources of larger research institutions. Merits of a work must be in relation to the needs and interests of the community.
- G. As a general rule, the library will acquire only works of interest to the layperson.
- H. items considered for selection are evaluated as a whole, not based on a particular section or sections.

- I. Professional reviews in periodicals and online may be used as a basis for evaluation in conjunction with publishers' catalogs and advertisements.
- J. When possible, digital materials are selected in accordance with this policy. Digital materials may, however, be provided as shared content with partner libraries. As such, titles in these collections may be selected by other library partners and may not conform to this policy's guidelines.
- K. Purchasing materials for the collection does not include endorsement of their contents by the staff of the Library or the City of York.
- L. Patron suggestions for materials selection will be taken into consideration within the parameters of the Collection Development Policy, budget, and physical space.

111. Access

- A. Selection of materials is not restricted by the possibility that children may obtain materials their parents or legal guardians may consider inappropriate. While materials are shelved by recommended age, patrons of any age may use materials in all sections of the library (see ALA Bill of Rights, Article V). Responsibility for children rests solely with their parents or legal guardians.
- B. While an individual or group is free to reject material, library staff members will not restrict access to or censor materials for the rest of the community.

IV. Selection Responsibility

- A. Responsibility for collection development lies with librarians who apply professional knowledge, experience, and the criteria of this policy to making selection decisions for the library.
- B. Formats may include but not be limited to fiction and non-fiction print materials for all ages, magazines and newspapers, DVDs, audiobooks, electronic content, and digital databases. Evolving formats will be identified and added as technology changes, reliability and availability improve, and patron demand increases.

V. Collection Maintenance

- A. To ensure that the library collection remains up-to-date and relevant to the community's needs, it is the responsibility of the selectors to reevaluate, on a regular basis, the usefulness of materials held in the collection.
- B. Selectors will remove materials from the collection as they become out-of-date, badly worn, damaged, or are no longer being used. Space, cost of replacement, and appearance of the collection are also factors. Locally significant materials are not held to these standards and are generally retained. Materials withdrawn from the Kilgore Memorial Library are donated to the Friends of the Library to be sold or recycled.

VI. Gifts & Donations

- A. Gifts are vital to the establishment and growth of the library. The library retains unconditional ownership of any accepted gift. Any gift considered by the library for

inclusion into the library collection must meet the same selection criteria as purchased materials. The library staff further reserves the right to decline gifts and to decide when a gift added to the collection will be withdrawn.

- B. Donations may include library materials and monetary gifts. Monetary gifts are extremely useful in supplementing the library budget. Gifts may be given to be used at the discretion of Library Administration for programs and services currently in greatest need. While gifts are not accepted with stipulations, Library staff will consider the interests of the donors in determining how to use monetary gifts that may be designated by the donor for specific purposes within the library's programming, collection, and services criteria.
- C. Gifts are tax-deductible but library staff may not set fair market or appraisal values for donated materials. Receipts are available upon request.
- D. 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 magazine subscriptions can be designated by either the donor or the library staff. Materials not added to the collection may be accepted on behalf of the Friends of Kilgore Memorial Library to be used for book sales, proceeds of which help supplement the library's operational budget.