

## **Policy 200**

### **Collection Development**

#### **Purpose of the Policy**

The Sugar Grove Public Library District (SGPLD) Collection Development policy provides the Library staff with guidelines for the management of the collection, while also informing the Library's users of the principles upon which the Library makes decisions regarding the use and maintenance of the collection.

#### **COLLECTION MANAGEMENT MISSION**

SGPLD strives to provide outstanding library service and to ensure that qualified personnel provide and maintain expertly selected resources to serve the needs of the community. The materials collection is a major asset of the SGPLD. Within budget, the Library provides a general collection of reliable materials that includes both basic works of enduring value and materials of current interest. The Library serves all community members regardless of age, background, political or social views. Material selectors maintain an unbiased perspective to guarantee that the collection represents all significant viewpoints. Materials are selected on the basis of the content and quality of the work as a whole.

Reasonable efforts will be made to build balanced collections without favor given to particular causes or viewpoints. The library supports the American Library Association's Bill of Rights, and its Freedom to Read and Freedom to View statements, which recognize the right of persons to free and convenient access to information and ideas.

#### **RESPONSIBILITIES FOR MATERIALS SELECTION**

The Library Board of Trustees delegates responsibility for selection of the Library's collection to the Library Director. Under the guidance of the Library Director, Library staff members with specialized training in their area of responsibility, select new materials and make decisions regarding material retention in accordance with the following policy.

#### **SELECTION OF MATERIAL**

SGPLD collects materials in a variety of print, audiovisual, and electronic formats, which are of enduring long-term value, of contemporary significance, or of special interest to the community. Selection is a critical and interpretive process. Professional or otherwise credentialed reviews are the principal tool used in the selection of library materials and electronic resources. Staff members selecting library materials and electronic resources are also assisted by bibliographic publications, authoritative discussions of the subject, publisher and

vendor advertising and demonstration, and requests of Library patrons. Other factors considered include popular demand, cost, format, and community needs and interest.

#### **A. CRITERIA FOR SELECTION**

Materials are selected in accordance with two or more of the following criteria:

1. Favorable reviews
2. Relevance to current and anticipated community needs, as well as long-term significance or interest
3. Authority, competence, reputation, and purpose of the author and/or publisher
4. Artistic, literary, historic, and/or scientific merit
5. Popular demand
6. Currency and accuracy of the information
7. The works' contribution to the diversity of viewpoints on controversial issues
8. Comprehensiveness and depth of treatment
9. Local significance of the author or topic

#### **B. FORMATS**

The Library maintains a flexible approach towards new material formats, in relation to new forms and styles of expression. Materials in new formats are selected based on the Criteria for Selection and budgetary limitations.

The Library seeks to meet the needs of the total community, recognizing that some materials may be considered controversial to some readers. It is the responsibility of the individual library users to choose materials which suit his or her tastes and needs. Therefore, the Library's collection will represent broadly the views and preferences available in print, audio-visual, and electronic materials.

#### **YOUNG ADULT COLLECTIONS**

SGPLD provides materials to meet the interest and needs of adolescents in grades 6-12. Materials for these collections are selected to broaden the horizons of teens, help them to cope with the problems of adolescence, and to encourage leisure reading. They are also intended to support teens' transition from children to adult materials, with an emphasis on providing a wide range of popular materials in a variety of subjects, formats, and reading levels. To fulfill these needs, the collection will inevitably include materials on controversial or sensitive topics. Because of the wide range of maturity and reading levels among individual teens, the suitability of any particular item must be determined on an individual basis by the parent or guardian of

that teen. It is not intended to be a comprehensive collection serving all the needs and interests of teens, nor is it the Library's intention that teens should be confined to the use of this material.

## **CHILDRENS' COLLECTION**

The Sugar Grove Public Library District serves the wide range of needs and interests of children from birth to grade 12. The main purpose of the children's collections within the Kids Library is to develop in children the enjoyment of reading by providing quality materials that are current, up-to-date, of immediate interest to them, and fun to read. Staff acquires material and formats, including appropriate electronic resources and software that cover a broad range of knowledge and a wide variety of fictional genres. Selection criteria include consideration of the developmental, educational, and recreational needs of children; popularity; accuracy; and timeliness of factual materials; and the quality of writing and illustrations. Additionally, materials are available to supplement area school curricula. While in the Library, children have access to all materials regardless of their age. Parents and guardians are responsible for overseeing their child's exposure to and use of materials, including online resources and the Internet.

## **COLLECTION MAINTENANCE**

In order to maintain a collection that is current, reliable, in good condition, well-used, and which relates to the needs and interests of library users, materials are withdrawn on a systematic and continual basis. Materials are withdrawn when they are dated, inaccurate, in poor condition, and on the basis of circulation statistics. The Library donates discarded materials to not-for-profit organizations whenever possible. If necessary, the Library discards withdrawn materials in the method of least cost to the Library.

## **PROTECTION OF PUBLIC INTEREST**

SGPLD is a tax-supported institution. Any SGPLD cardholder has the opportunity to suggest the purchase of a title for the Library's collection. However, the final decision to purchase is at the discretion of the selector based on the material selection criteria outlined above. An SGPLD cardholder may also request the reconsideration of an item already in the Library's collection. This is further outlined in the Materials Reconsideration Policy, and there is a Reconsideration of Materials Form and process to follow.