



## Collection Development

**Purpose:** Patrons are entitled to the resources they require to lead informed, productive, and enriched lives. It is the purpose of the library to provide these resources in the form of materials, services, and programs. Materials in book and non-print formats will be selected which will enable the library to carry out its mission and role.

It is recognized that a wide range of interests and viewpoint are present in the community. The library strives to provide a comprehensive collection within the limitations of budget and space which addresses the interests and concerns of the community.

**Responsibility:** The authority and responsibility for the selection of library materials is delegated to the Library Manager and under her/his direction to staff who are qualified for this activity by reason of education, training, and experience.

**Criteria:** To build collections of merit and usefulness, materials must be measured by objective guidelines. All acquisitions, whether purchased or donated, are considered in terms of the following standards, however, an item need not meet all the criteria in order to be acceptable.

Suitability of physical form for library use.

Insight into human and social conditions.

Present and potential relevance to community needs.

Appropriateness and effectiveness of the medium to the content.

Relation to existing collection and other materials on the subject.

Attention given by critics, reviewers, professional book selection aids and the public.

Accuracy of content.

Quality of physical format, including adequate binding, print size, durability, illustration of print format; technical, production quality, creativity, originality, equipment for non-print format.

Price.

**Evaluation:** The continuous review of the library's collections to remove physically deteriorated or obsolete materials is one means to maintain an active library collection of current interest to patrons. This procedure, however, is sometimes used as a convenient means to remove materials thought to be too controversial or disapproved of by segments of the community. Such abuse of the re-evaluation function violates the principles of intellectual freedom.

**Gifts:** Materials, even if uncatalogued, can use valuable shelf space and staff time to handle. Items donated by the public will be received with the explicit understanding that if the donation cannot be used, it will be disposed of in a manner determined by the Library Manager. The same criteria must apply to gifts as is applied to purchased materials.

**Local History:** The library recognizes its obligation to provide material related to the history and heritage of Nunda and the surrounding region.

ADOPTED: 3/17/1995

REVISED: 10/22/2020