

Pike Library Association

COLLECTION DEVELOPMENT & MATERIALS SELECTION POLICY

Purpose

The mission of the Pike Library Association is to provide all residents the opportunity to be life-long learners; assist families by encouraging early literacy and stimulating children's interest in reading; and provide information resources to satisfy residents' inquires. The Pike Library Association recognizes its responsibility to carefully select and maintain its print, non-print, and digital collections in support of this mission and has therefore adopted this Collection Development & Materials Selection Policy.

The primary goals of this policy are to:

- Acquire materials that will fill educational, informational, and recreational needs of the community in all subject areas.
- Make resources available to every patron regardless of national origin, age, background, or personal beliefs.

The Pike Library Association, as part of this policy, uses the following documents as guiding principles: Library Bill of Rights, Interpretations of the Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement. These documents may be viewed on the American Libraries Association (ALA) website www.ala.org.

Authority

The responsibility for the collection rests with the Pike Library Association Board of Trustees. The responsibility for selection of materials rests with the Library Director, who may in turn consult with the other staff members.

1 ADOPTED by the Pike Library Association Board of Trustees

Scope of the Collection

The collection serves the Pike Library Association community from birth through adulthood and includes a wide range of materials in a variety of physical and digital formats.

The Children's Collection serves children from birth to approximately 12 years of age, as well as parents, caregivers, teachers, and professionals involved in service to children. Responsibility for monitoring a child's access to library resources rests with the parent(s) or legal guardian(s).

The Young Adult (teen) Collection focuses on the informational and recreational needs of adolescents (approximately grades 7-12). Responsibility for monitoring a teenager's access to library resources rests with the parent(s) or legal guardian(s).

The Adult Collection serves adults of all ages.

Criteria for Materials Selection

While a single standard generally cannot be applied, potential resources are judged by appropriate criteria and /or considerations, including but not limited to:

- Relevance to community needs, interests, and demands
- Balance with the current collection
- Suitability to the intended audience including subject, style, format, interest, and reading level
- Reputation of the author, composer, filmmaker, publisher, or producer
- Accuracy, clarity, currency, and comprehensiveness
- Receipt of or nomination for major awards or prizes
- Durability, ease of use, and ability to be housed in a library collection
- Price

Patron requests will be considered if the item is available; the item is consistent with this policy; and the item does not place a stress on the materials budget.

The library's acquisition of any resource does not constitute endorsement.

Gift Policy

Gifts will not be accepted on which the donor places restrictions or special conditions unless those restrictions or conditions are specifically accepted by the Pike Library Association Board of Trustees.

Monetary gifts will be accepted for the purchase of library materials or equipment. All monetary gifts exceeding \$500 will be utilized at the discretion of the Library Board in accordance with this policy.

Gift materials will be judged by the same materials selection standards that apply to the purchased materials.

Personal property, art objects, portraits, antiques, and other collectibles will be accepted only on the condition that they may be sold, given away, or discarded at the discretion of the Library Board and Library Director.

The Library will not appraise or estimate the value of gift donations. The responsibility of such assessment lies with the donor. Gift items will be formally acknowledged, if the donor wishes.

Criteria for Withdrawal

The library continually evaluates its collection. Resources are withdrawn from the collection in order to maintain its usefulness, currency, relevance, and condition.

Considerations for withdrawal include:

- Condition (example: damaged or missing parts)
- Dated content, accuracy, reliability, and/or relevancy
- Low use
- Online availability of content
- Space limitations
- Multiple copies of an item no longer necessary

Withdrawn materials may be sold, recycled, or discarded.

Censorship

The Library believes it is essential in a free society that all citizens have access to Pike Library Association's collection. No restrictions are placed on what anyone may read, see, or hear in a public library's collections, including those that are digital. The Library agrees with the principles articulated in the American Library Association's (ALA) Code of Ethics, Freedom to View, Library Bill of Rights and Freedom to Read.

Reconsideration of Library Materials

When a library patron requests that a specific item be removed from the library collection or restricted in use, the following procedure will be enacted:

1. The patron will complete a written "Request for Reconsideration of Library Material" form.
2. The form will be reviewed by the Library Director and referred to the Board of Trustees at their next regular meeting.
3. The patron will receive a written response from the Board.

Ongoing Use Evaluation

The Collection Development Policy will be periodically evaluated in relation to the mission of the Pike Library Association by the Director and Board of Trustees. The Director and Board of Trustees may update or modify this policy as needed.

Questions or concerns regarding the Pike Library Association or this policy should be forwarded to the Director.

4 ADOPTED by the Pike Library Association Board of Trustees

11/4/2023