

SUBJECT: Collection Development

BOARD

Approved: 03/12/2015

Reviewed: 03/16/2023

Revised: 07/20/2023

## POLICY

### Purpose:

A collection development policy aids library staff in selecting and acquiring a useful, well-rounded collection of materials to meet the needs of its patrons. A policy statement also helps explain the basis for, selecting or not selecting various types of library materials.

### A. Objectives

The aim of the Rolla Public Library is to obtain, organize and make available a variety of library materials of timely, as well as permanent value, in the areas of recreation, information, and personal advancement.

The library supports the LIBRARY BILL OF RIGHTS of the American Library Association and a copy is attached to this policy.

### B. Methods of Materials Selection

All materials must be considered in terms of their own merits and the intended user.

1. Reviews: Reviews in generally recognized sources will be used in materials selection. Also, standard bibliographies and booklists, and the advice of competent people in specific subject areas, will be used.
2. Specialized Materials: Specialized materials, or those of limited interest, will not ordinarily be purchased. Referral to other library collections and interlibrary loan will be used to supply those materials not owned by the library. A local area history collection will be maintained.
3. Requests: All requests and suggestions from patrons for specific titles or subject requests will be noted and purchase of such materials will be considered.

### C. Responsibility for Selection

Input is encouraged from library staff members and patrons. Ultimate responsibility for selection of all materials rests with the library director. Selection policies are the responsibility of the library board of trustees.

### D. Access

1. The library assures access to its holdings for all patrons, who are free to select or reject for themselves any item in the collection. Individual or group prejudices about a particular item or type of material in the collection shall not preclude its use by others.

2. The library recognizes that many materials are controversial and that any given item may offend some patrons. Material decisions will be made on the merits of the work in relation to the building of the collection and to serving the interests of patrons.

3. Children are not limited to the juvenile collections. The library will make accessible to children and young adults quality library resources. Responsibility for a child's selection must rest completely with the parents or legal guardians, not the library. Materials selected for the Adult and Young Adult collection are intended for mature readers. Recommended ages for Juvenile materials are 0-11, recommended ages for Young Adult materials are 12-18 and recommended ages for Adult materials is 18+. An age recommendation for library materials is only that – a recommendation. Minors will be allowed checkouts from all areas of the library unless a parent has placed a particular restriction on their child's library card. If restrictions are included on a minor's registration card, library staff should see a note on the child's library account upon checkout. There is no guarantee that this note might not be overlooked.

4. It is not the responsibility of the library, its Board of Trustees, staff or volunteers, to determine what item in the library collection is suitable for an individual. If a parent or guardian would like to assure that their child has limited access, they should not provide a library card for their minor and they should accompany their child on library visits.

#### E. Weeding of Materials

The weeding of materials is an important aspect of collection development. When library materials are no longer of value, they should be weeded out so that the collection remains vital and useful.

The following types of materials will be considered for weeding:

1. Those that are physically worn out or damaged.
2. Those that contain obsolete information.
3. Single or duplicate copies of titles which have decreased in popularity.

#### F. Request for Reconsideration of Materials

The library will review any materials in its collection upon written request by a patron. Only a cardholding parent or guardian of a minor residing within the library district or county may dispute or challenge the library's age-appropriate designation affixed to a library item. Age-appropriateness is defined as suitable to a particular age group based on typical developmental, cognitive and emotional capacity. Reconsideration requests may not be submitted on behalf of groups. Such a request shall be made on the form "Statement of Concern About Library Resources", which will be submitted to the library director. Only one item is allowed per form. The director's decision will be returned to the patron, with a copy to the Library Board of Trustees for its records. Matters not resolved in this manner will be forwarded to the Library Board of Trustees, which will make a determination in accordance with an in-depth review of the entire materials selection policy statement. The board's written decision will be sent to the patron and a record of the challenge as well as the outcome will be included in the library board minutes which are available on the library's website. The name of the challenger will not be included. There is a one-year time limit per title challenge to avoid duplicate challenges.

Implicit throughout the review process is the necessity to treat the patron's request with respect and, by so doing, resolve the issue with the greatest amount of understanding of the positions involved.

#### G. Revision

This policy is not to be considered final. It is intended to be a working policy, to be reviewed when needed, and is subject to change by vote of the board, in consultation with the library director.

#### H. Gifts to be Integrated with Donations Policy

The library will encourage and accept monetary and non-monetary forms of gifts with the understanding that gifts of materials be added to the collection only if they meet the same criteria for selection and retention as those purchased.

Gift materials not meeting those criteria, those that are out-of-date, unneeded duplicates of items already owned, or those in a condition unsuitable for library use, may be given away, sold, exchanged or discarded.

Generally, collections of books will not be accepted with restrictions which necessitate special housing or which prevent integration of the gift into the general library collection.

### **Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#).

"Library Bill of Rights", American Library Association, June 30, 2006.  
<http://www.ala.org/advocacy/intfreedom/librarybill> (Accessed March 20, 2023)