

Baxter Public Library  
Collection Development Policy

Purpose of this policy

- a. This policy exists to guide librarians in selecting materials and to inform the public about the principles guiding collection decisions.
- b. Responsibility for collection development lies with librarians who apply professional knowledge, experience, and this policy in making decisions. Ultimate responsibility for collection development lies with the director.

Guidelines for Selection of Library Materials

- a. Materials selected for the collection will meet both the current and long-term needs of Baxter residents of all ages and abilities for information, education, culture, and recreation. The library strives to offer the widest possible range of subjects and views in a variety of formats, treatments, and levels of difficulty within the limits of cost and space and considering current holdings and demand.
- b. The library subscribes to the principles embodied in the Library Bill of Rights and its interpretations, Freedom to Read, and Freedom to View statements adopted by the American Library Association.
- c. Including materials in the collection does not constitute endorsement of their contents. The library recognizes that any given item may offend some patrons, but, because the library follows accepted principles of intellectual freedom, it will not remove specific titles solely because individuals or groups may find them objectionable.
- d. The library welcomes suggestions and comments from the public and will consider requested materials of reasonable cost and value to the collection for acquisition.
- e. Specialized resources available in other local libraries will not be needlessly duplicated. The library adds curricular materials only when these also serve the general public.
- f. The library participates in programs designed to provide patrons access to materials not owned, such as interlibrary loan, access to Internet resources, online audio books and e-books.
- g. The patron's choice of library materials for personal use is an individual matter. Responsibility for the use of materials by children and adolescents rests with their parents or legal guardians. While a person may reject material for himself and for his or her children, he or she cannot exercise censorship to restrict access to the materials by others.

## Collection Maintenance

- a. To ensure that the library's collection is up-to-date and relevant to the community's needs, the usefulness of materials previously added to the collection is reevaluated on a regular basis.
- b. It is necessary to weed our collections regularly. The "CREW" method of evaluation and weeding will be the authority used. Consideration will be given to age of material, usage, physical appearance, literary merit, accuracy of material, and value to the community.
- c. All library materials will be catalogued in the Dewey Decimal system in accordance with ALA standards.

## Donated Books

- a. Gifts shall be evaluated with the same criteria as purchased materials and will be weeded with the general collection.
- b. The library will not put a monetary value on materials donated.
- c. Books, movies, etc donated to the library and not put on the shelves will be sold to raise funds for our library, donated to charity, discarded or given away.
- d. Monetary gifts will be deposited in the Baxter Education Foundation Library Account.
- e. Memorial books or other library materials donated in honor of a friend or relative will be marked with a special bookplate.

## Challenged Materials

- a. Once an item has been selected, it will not be removed from the collection at the request of persons or groups who disagree with its content unless it is in violation of the principles set forth in this policy statement.
- b. Patrons who wish to object to materials in the library's collection may do so by requesting and completing a "Request for Reconsideration of Library Materials" form. The "Request" form will be evaluated by the Board of Trustees. The Board of Trustees will respond in writing to the complaint. Challenged materials will remain on the shelf while awaiting resolution of the request.

Date 05/03/2018\_\_\_\_\_

Signature Renee Hammer Board President