

# West Union Community Library

## Collection Development Policy

This policy sets broad guidelines for the selection of library materials that correspond to the library's mission and identified roles. It may also be used to inform the public and staff about the principles upon which selections are made.

### Definitions

**Selection** refers to the decision to add, retain, or withdraw materials in the collection.

**Library materials** include all items in the library's collection regardless of format.

**Access** is the availability of materials in a variety of formats for users of all ages and abilities.

### Goal of Materials Selection

The goal of selection is to provide collections within the library's legal service area that meet the informational, educational and recreational needs of the patrons.

### Responsibility for Selection

Selection of all materials shall be the responsibility of the Library Director who operates within the framework of policies determined by the Library Board of Trustees. The library staff assists the Director in the principles and practices of materials selection. Both the general public and staff members may recommend materials for consideration.

### Criteria for Selection

The Library supports intellectual freedom and has adopted the following statements as policy: ALA Freedom to Read Statement, and the ALA Library Bill of Rights.

Each type of material must be considered in terms of its own merit and the audience for whom it is intended. No single standard can be applied in all cases. Some materials may be judged primarily in terms of artistic merit, scholarship, or value to humanity; others are selected to satisfy the informational, recreational, or educational interests of the community.

All librarians have a professional responsibility to be inclusive, not exclusive, in developing collections. Efforts will be made to provide materials representing all viewpoints.

The library keeps its collections vital and useful by retaining or replacing essential materials and by removing on a systematic and continuous basis/schedule those works that are worn, outdated, of little historical significance, or no longer in demand.

**Gifts**

Gifts shall meet the same selection criteria as purchased materials. See Gifting Policy.

**Concerns Regarding Material**

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 materials for himself or herself and for his or her children, he or she cannot exercise censorship to restrict access to the materials by others. Any patron in the library's service area who objects to the presence or absence of a work may do so by completing the Statement of Concern about a Library Resource form included at the end of this policy. The Library Trustees will review challenges.

Approved 1/25/2000

Approved 12/8/2005

Approved 4/17/2008

Amended 2/14/2013

Reviewed & Approved 10/11/17

Reviewed & Approved 09/14/2022

STATEMENT OF CONCERN ABOUT A LIBRARY RESOURCE

This is to be completed in its entirety and presented to the Library Director for discussion.

Name \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

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1. Resource on which you are commenting:

\_\_\_\_\_

Title \_\_\_\_\_

Author/Producer \_\_\_\_\_

2. What brought this title to your attention?

3. Please comment on the resource as a whole as well as being specific on those matters that concern you. Use the other side if needed.

4. Have you read, viewed, or listened to the entire work? \_\_\_\_\_ Yes    \_\_\_\_\_ No

Thank you for completing this form. Please present it to the Library Director.

\_\_\_\_\_  
Signature