

Collection Development / Materials Selection Policy (March 28, 2007)

The purpose of the Andrew Carnegie Free Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.

The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The Library Bill of Rights ([click here](#) to see the Library Bill of Rights) and The Freedom to Read Statement ([click here](#) to see the Freedom to Read Statement) have been endorsed by the Andrew Carnegie Free Library & Music Hall Board of Trustees and are integral parts of the policy.

The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

B. Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the library director who is qualified and trained in this respect and who operates within the framework of the policies determined by the Andrew Carnegie Free Library & Music Hall Board of Trustees.

C. Criteria for Selection

1) The main points considered in the selection of materials are:

- a) individual merit of the item
- b) popular appeal/demand
- c) local/regional interest
- d) suitability of material for the clientele
- e) existing library holdings
- f) budget

2) Reviews are a major source of information about new materials.

3) The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title that is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

4) Special consideration will be given to materials purchases that support programming in the facility – currently theater, baseball, and the civil war.

5) Materials will typically be purchased in proportion to the popularity of that type of material.

6) Consideration will be given to the quality and availability of materials on the Internet when purchases are made. The library will provide Internet links to patrons as an alternative to purchasing those materials.

7) The library will not typically purchase duplicates, rare books, textbooks, or out-of-print books and magazines.

D. Interlibrary Loan

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for utilizing interlibrary loan to satisfy the needs of our patrons we also lend our materials to other libraries through the same interlibrary loan network. The content of our collection is readily available to all through eiNetwork.

E. Gifts and Donations

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information, the director can dispose of them as he/she sees fit. Gifts must meet the same standards as other materials selected for inclusion in the library's collection. Memorial gifts of new items or money are also accepted with suitable bookplates placed in the book. Specific memorial books can be ordered for the library on request of a patron if the request meets the criteria established by the Board. It is desirable for gifts of or for specific titles to be offered after consultation with the library director. Book selection will be made by the director if no specific book is requested. Andrew Carnegie Free Library encourages and appreciates gifts and donations.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

F. Weeding

An up-to-date, attractive, and useful collection is maintained through a continuous review, evaluation, and weeding process. Replacement of outdated and obsolete items is dependent upon current demand, usefulness, more recent acquisitions, cost and availability of newer editions. This ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

G. Potential Problems or Challenges

Andrew Carnegie Free Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

H. Challenged Materials

Although materials are carefully selected, differences of opinion regarding suitable materials will occur. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Statement of Concern About Library Resources" form which is available on the library's website. The inquiry will be handled by the Library Director. If the issue can not be resolved at that level, it will be placed on the agenda of the next regular meeting of the Andrew Carnegie Free Library & Music Hall Board of Trustees.

[Andrew Carnegie Free Library & Music Hall Challenge Form](#)