## **Collection Development**

The purpose of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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* and *The Freedom to Read* statement have been endorsed by the \_\_\_\_Board of Directors and are integral parts of this policy.

1. Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the collection development librarian under the direction of the library director operating within the framework of the policies determined by the \_\_\_\_ Board of Directors. This responsibility may be shared with other members of the library staff; however, because the library director must be available to answer to the \_\_\_\_ board and the general public for actual selections made, the library director has the authority to reject or select any item contrary to the recommendations of the staff.

1. Criteria for Selection
   1. The main points considered in the selection of materials are:
      * Individual merit of each item.
      * Popular appeal and/or demand.
      * Suitability of material for the clientele.
      * Existing library holdings.
      * Budget.
   2. Reviews are a major source of information about new materials. The primary sources of reviews are *Publisher’s Weekly*, *New York Times Book Review*, *ALA Booklist*, *School Library Journal*, *The Horn Book Guide*, *Library Journal*, *Kirkus*, and others.
   3. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which 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.
2. Weeding

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions.

This ongoing process of weeding is the responsibility of the collection development librarian under the direction of the library director and is authorized by the \_\_\_\_ Board of Directors. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.