

Chili Public Library Collection Development Policy

I. Policy Statement

A. Library Objectives

The Chili Public Library exists to serve Chili residents of all ages, abilities and interests. In order to serve all residents the library selects, preserves, and makes available books and related educational, recreational, and informational materials.

The library is a place where diverse ideas may be encountered to stimulate the free exchange of ideas. As the community changes, the library endeavors to keep abreast of the changes and provides programs and services to meet new needs. The library strives to promote increased interest in reading and the opportunity for all users to educate themselves.

B. Selection Objectives

The Chili Public Library aims to achieve its stated objectives through a carefully selected collection of materials in a variety of formats, chosen for values of interest, information and recreation. The library strives to reflect the diverse backgrounds and interests of the community within limits of budget and space. The library attempts to provide a balanced representation of many viewpoints without promoting any particular beliefs or views. Selection is influenced by both expressed and anticipated need. Selection of materials is determined by usefulness and is not limited by format.

II. Selection of Materials

A. Collections

Reference: The collection emphasizes informational materials in print, non-print, and electronic format to support the general research needs of the community. A wide range of general reference resources is included as supplementary sources for formal and informal education.

Local History: The library maintains as comprehensive a collection of materials related to Chili history as space and funding allow.

Adult: The general adult collection reflects the diversity of reading/viewing/listening interests of the community including popular fiction, general nonfiction and media. Purchases are made in response to

popular demand and to provide a balanced, up-to-date collection within budget restraints.

Young Adult: The objective of the collection is to provide print and non-print materials for teenagers, generally of middle and high school age. Materials include those for recreation, general information and formal research purposes.

Juvenile: The juvenile collection provides the best materials available within reasonable budget limitations for all the community's children from infancy to grade six, and their parents and caregivers. To serve this age range, materials in a wide variety of reading levels and formats are maintained. This collection serves both the informational and recreational needs of children. Chili school curriculum is supported with supplementary materials to enhance the students' learning experiences while leaving the main responsibility for curriculum support to the schools.

B. Criteria for Selection

Selection policy is guided by the first amendment of the U.S. Constitution, the *Library Bill of Rights*, the American Library Association guidelines on *Freedom to Read*, and the *Access to Electronic Information, Services, and Networks*.

Material considered for purchase will be selected on the basis of:

- Quality

The literary and educational merit, recency of information, accuracy, effectiveness of presentation, and comparison with other published materials on the same subject are considered, as seen in review media or by examination by a librarian. Judgement is based on the material as a whole, and not on the presence of individual words, phrases or episodes alone.

- Balance

All sides of an issue will be represented within budget limitations and availability of materials. No materials will be excluded because of the origin, background, or views of those contributing to their creation.

- Demand

Expressed interest by the community will be considered in selection decisions. The library will resist efforts to unduly influence additions or removals from the collection or to deny access to materials to others in the

community. No attempt is made to supply school textbooks, but a book will not be rejected simply because it is a textbook. When space and budget permit, the library will acquire materials which appear on school reading lists. Co-operation between local schools and the library will be encouraged.

- Suitability for Age Level

Selection criteria for children, young adult, and adult materials differ, and support the statements and goals in the “Definition of Collections” section of this policy.

- Quality, Durability and Appropriateness of Physical Construction

C. Responsibility for Selection

The ultimate responsibility for selection of materials rests with the Library Board of Trustees. That responsibility is delegated by the Board to the Director of the Library and the other librarians on the staff.

III. Other Selection Areas

A. Gifts and Memorials

The library applies the same selection criteria to gift materials as are applied to purchased materials. The library reserves the right to refuse gifts or dispose of them in accordance with procedures established by the Library Board of Trustees. Generally, materials that carry restrictions which necessitate special treatment or which prevent integration of the gift into either the operation of the Library or the Library collection will not be accepted. Limitations of space, staff time, and processing costs are additional considerations that may impact the decision to accept gifts of materials. Donated gifts automatically become the property of the Library and may be disposed of at any time in accordance with Library restrictions and with State laws.

Gifts made in memory or honor of individuals are encouraged. The selection of such materials may be left to the Director or designated staff, or the donor may request a particular book or subject area. Bookplates may be placed in items added as memorials. Money, in any amount and with restraining conditions, may be accepted only after consultation with and approval of the Library Director.

B. Weeding the Collection

Materials which are worn, soiled or outdated will be disposed of by the professional staff following the determination that the particular material is no longer suitable for retention in the collection. Unneeded materials will be disposed of in accordance with the comptroller's opinions governing items purchased with public monies.

IV. Questions Concerning Policy

Questions regarding this policy should be referred to the Library Director. If, following discussion with the Library Director, the user's concerns remain unresolved, the user will be provided a "Patron Complaint Regarding Library Materials" form. Upon receipt of the completed form, the Library Director will thoroughly review it and respond in writing to the user. If the concerns are still not resolved, the matter may be presented to the Library Board of Trustees for its final review.

Approved 4/25/00

Amended 7/25/00