**SEYMOUR COMMUNITY LIBRARY**

**SUBJECT: Collection Development Policy SECTION: Library Administration**

**BOARD APPROVED: 6/2023**

**POLICY**

Library materials should be selected to support the mission of the library and for values of interest, information and enlightenment of all people of the region. Every effort will be made to represent all points of view concerning the problems and issues of our times. The Library will adhere to and defend the principles detailed in Policy “Library Bill of Rights”, Policy “Freedom to Read”, and the “Freedom to View” statement adopted by the American Library Association. Library materials shall be removed from the collection only as part of the collection management process, under the orders of a court of competent jurisdiction or by action of the Seymour Community Library Board of Trustees.

**PROCEDURES**

**Administrative Guidelines for Selection**

1. Library material selection is and shall be vested in the Director and, under their direction, such members of the staff who are qualified by reason of education and training. Ultimate responsibility for selection, as for all library activities, rests with the Director, who operates within the framework of policies determined by the Seymour Community Library (Sey-CL) Board of Trustees (the “Board”).

2. Selection of library materials shall be made on the basis of their value of interest, information and enlightenment of all people of the regional system. All sides of issues will be represented, if possible. Library material shall not be excluded or labeled because of the race, gender, nationality, or political, ethical or religious views of the creator. Staff shall not withdraw material because it contains controversial or unpopular opinions.

3. While patrons are free to reject for themselves materials of which they do not approve, they cannot exercise this right of self-censorship to restrict the freedom of access for others. Parents or guardians are responsible for the access to, and choice and use of, material for their children under the age of 18. The reading, listening and viewing activity of children is ultimately the sole responsibility of parents and/or guardians of children, and the Seymour Community Library assumes no responsibility for what content they may encounter.

Much of the physical collection is divided into four general age ranges, and labeled and shelved accordingly, to aid readers in finding material of interest to them. This separation and labeling does not imply a judgment by the library on the appropriateness of the material for certain patrons, but is generally based on the publisher’s or author’s suggestion.

Easy collections are intended for children from preschool to grade three.

Juvenile collections are intended for children from grades three through eight.

Young Adult collections are intended for youth in grades nine through twelve.

Adult collections are intended for persons 18 years of age and above.

4. Selection is affected by the following factors:

a) Potential usefulness to the public and/or popular appeal.

b) Information value - timeliness of the subject matter.

c) Author (or editor, composer, etc.) - reputation, authority.

d) Publisher (or producer) - reputation, authority.

e) Availability of reviews.

f) Price.

g) Date.

h) Other material available in the community or through interlibrary loan.

i) Advice of subject authorities.

j) Whether material is currently in print.

k) Physical format.

5. General basis for exclusion of materials:

a) Extensive research materials in subject fields expected to be found in special library collections available through interlibrary loan are to be excluded.

b) Textbooks are acquired only if they provide the best source for general background or specialized treatment of a subject.

c) Materials inappropriate for high volume circulation.

6. Acquisition of gift materials.

The library is grateful for gifts, and its collection has been enriched by contributions from individuals. In accepting a gift, the library makes the following stipulations:

a) The library reserves the privilege of deciding whether the material should be added to its collection. Decisions will be based on the same criteria as selection of new material. Possible reasons for exclusion may include: outdated material with no historical value; duplicate of an item the library already has when an additional copy is not needed; unlicensed software; material in poor physical condition which would not justify the expense of processing.

b) The library makes an effort to dispose of gift materials which are not added to the collection, including offering the materials to the various Friends groups for their public sales, which benefit library programs and services.

c) The library adds gift material to its collection with the understanding that such material be made an integral part of the collection. No special collection can be set up, no restrictions are permitted as to whether an item may circulate, and no directions as to future use of it are accepted. The use of gift material is the same as that for purchased material. Gifts may not be reclaimed by the donor after acceptance by the library.

d) Gifts to be used for material purchasing will be accepted according to Sey-CL Policy “Gifts”. Donors are encouraged to submit to the library a list of items for consideration. Conversely, the library will be glad to provide a list of needed material.

7. Management of the collection.

Staff will not remove materials based on individual bias and interests. The community should be able to find information in the library on all subject fields. The following factors are taken into account when removing materials:

a) Contents/Copies of materials:

i) Duplicate copies where heavy use is not made of a title.

ii) Areas where there is considerable duplication of subject matter, where it is the intent to build a representative, rather than exhaustive, collection.

iii) Materials that are outdated due to advances in the field.

b) Condition/Format of materials:

i) Books or other materials too badly worn to be mended or used as intended.

ii) Books missing pages, with mildewed or yellow paper or otherwise damaged.

iii) Materials in formats that are no longer collected by the library.

Given the range of interests and opinions of the community, not all items in the collection will be of interest to all. If a concern arises over an item in the collection, patrons are invited to complete the “Request for Reconsideration of Library Materials” form. Forms will be accepted only from residents or property owners within Webster County. The Library Director will examine the item in question and respond to the inquiry in writing within 90 days. If a patron is unsatisfied with the Director’s response, the patron may appeal in writing to the Board of Trustees.