Collection Policy
Adopted 2-25-2016

The Library’s Collection Policy aligns with our mission to provide all individuals materials for the purpose of education, information, and entertainment. This policy serves to highlight the ideals we strive towards and to inform about our collection development practice and guidelines involved.

Criteria for Selection
Because Library resources—both space and monies—are limited, the Library must limit the volume and scope of the collection to meet the needs of the entire community. Materials are selected or deselected based on the professional judgment and expertise of Library staff. Materials are evaluated according to the following criteria, but need not meet all items listed:

Material Review
- Accuracy of the information
- Authoritativeness, competency, reputation, and purpose of author
- Comprehensiveness
- Enduring value/interest
- Presentation and readability
- Quality
- Representative of diverse points of view

Collection Development
- Circulation and usage
- Cost
- Current and anticipated needs and interest of the community
- Existence of related topics
- Physical format
- Public requests
- Support of Library program and activities

Collection Management and Weeding
- Age
- Appropriateness
- Attractiveness
- Duplication or superseded editions
- Relevancy
- Timeliness
Material Selection
Material selection is limited by the Director or their designees. Staff will adhere to the policies established by the Board and adhere to professional practices when making a decision to include or exclude any material. This includes evaluation of authoritative and professional reviews and journals, bibliographies, recommendations, and criteria previously outlined in this policy. Coverage of selection includes choosing, replacing, and deselecting materials that adhere to this policy.

Challenging a Selection
Materials are carefully reviewed and chosen by the Library. A patron living within the Library’s district should bring questions or concerns about a material to the Director for consideration and review via the Material Consideration Form. The Director will respond to a signed and completed form within 10 days, choosing to add, keep, or remove the material in question. If a patron wishes to appeal this decision, they must submit a written request for appeal to the Director within 10 days of the decision. The inquiry appeal will be placed on the agenda of the next regular Board meeting. Failure to submit an appeal within a timely matter shall forfeit the request for appeal of the material. A patron may only appeal an individual material once. The decision of the appeal by the Library Board is considered final.

Gifts and Donations
The Library may accept materials donated or gifted to the Library if they are deemed appropriate and needed for the collection. The Library will follow this policy in determining the usability of materials. It is understood that any donation and gift of materials given to the Library becomes property of the Library; materials may not be automatically added to the collection and they may be discarded if deemed unusable by the Library. Items may be donated, gifted, sold, traded, or discarded. Memorials may be given to the Library with specific topics or interests in mind. A specific title may be requested after consultation with the Director. In the case of memorials, the Library cannot guarantee fulfillment of the request.

Tax Deductions
Gifts and donations to the Library may be used as a tax deduction. However, due to the Internal Revenue Service’s Tax Reform Act of 1984 Section 155a, the Library cannot provide an appraised value of the donation given to the Library. The Library can provide receipt of gift if requested. Once items are given to the Library they are no longer available for appraisal.
Appendix B — Material Consideration Form

Title of Material: ______________________________________________________________

Author: ______________________________________________________________________

Material Format (Book, Audio, Large Print, etc.):_______________________________

How did you learn about this material? _______________________________________

____________________________________________________________________________

Why should this material be reconsidered? _________________________________

____________________________________________________________________________

____________________________________________________________________________

How would this material affect others? ______________________________________

____________________________________________________________________________

____________________________________________________________________________

If requesting a removal, which page numbers specifically are disconcerting?

____________________________________________________________________________

What about the above parts are disconcerting? ______________________________

____________________________________________________________________________

____________________________________________________________________________

Your Name: __________________________________________________________________

Your Address: __________________________________________________________________

Signature: ___________________________________________________________________