

## Selection & Collection Development Policy

The purpose of the Springvale Public 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, pleasure, research and the creative use of leisure time.

Because of the number of books published, and the limitations of money and space, the library has a selection policy we use to meet community interests and needs. The materials selection/collection policy is used by the library staff to select 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 Springvale Public Library Board of Trustees and are integral parts of the policy.

*Selection and purchase of library materials rests with the library director who may delegate responsibilities to other staff members. Acquisition of materials will be made for the adult, young adult, children's, genealogy and local history collections.*

The main points considered in the selection of materials are:

- individual merit of each item
- popular appeal and demand
- quality (accuracy, authority, currency, quality of production and illustration)
- suitability and usefulness of material for the patrons
- existing library holdings/space
- cost

Reviews are a major source of information about new materials. The primary sources of reviews used by this library are Library Journal, Booklist, School Library Journal, Horn Book and local newspapers. Suggestions from patrons for items to be considered are encouraged and materials are judged on the basis of the work as a whole, not on a part taken out of context.

*The Springvale Public Library will not attempt to furnish materials for formal courses of study offered by public or private institutions.*

Collection maintenance, replacement, weeding, and binding will be done systematically using approved methods (such as those described in *The Crew Method*), based on multiple considerations including condition, accuracy, past and current use, and perceived future interest. When necessary, local specialists will be consulted to determine the continued relevance and reliability of materials. Retention of gift material is subject to the same criteria as purchased materials in regards to accuracy, condition, and current usefulness. Items withdrawn from the collection will be disposed of at the discretion of the library director. They may be discarded, recycled, donated to other institutions, transferred to the Friends of the Library for the book sale, or given away as part of a library program.

Objections to items in the collection should be made in writing to the library director and will be addressed using the guidelines in the Request for Reconsideration of Materials Procedure.

Approved October 23, 2006 Springvale Public Library Association Board of Trustees