

COLLECTION DEVELOPMENT POLICY ST. FRANCIS PUBLIC LIBRARY

The St. Francis Public Library supports the principles of the **Library Bill of Rights, the Freedom to View, and the Freedom to Read** statements adopted by the American Library Association.

In a free society, information representing different points of view should be readily available to allow individuals to decide which ideas are meaningful to them. The St. Francis Public Library is an institution which provides free access to these ideas through the materials and resources provided to the public. Consequently, the library, has a responsibility to select materials which reflect a wide variety of ideas, some of which may contain controversial points of view. The library is committed to developing a collection that represents not only diversity in ideas, but also diversity in the cultures and characters represented in the materials. Collection development is an ongoing process of assessing materials available for purchase or licensing and making decisions regarding their inclusion and retention.

Since the library has a responsibility to protect the rights of all users, it does not limit the use of the collection. Although librarians may offer guidance, they do not act “in loco parentis”. Parents or legal guardians are solely responsible for monitoring their children’s reading, listening and viewing.

Criteria for Selection

To build a diverse collection which supports the library’s mission, the following criteria are used. Items added to the collection must meet some, but not all, of these criteria. These criteria apply to purchased and donated materials as well as special collections.

1. Availability and suitability of format.
2. Suitability of subject, style and level for the intended audience.
3. Professional reviews.
4. Reputation of the publisher or producer; authority and significance of the author, composer, filmmaker, etc.
5. Timeliness or permanence of the material.
6. Quality of writing, design, illustrations, or production.
7. Relevance to community needs and interests.
8. Potential and/or known demand for the material.
9. Relative importance/currency in comparison with existing materials in the collection of the same subject.
10. Availability and accessibility of the same material in the local area.
11. Cost.

Special Collections

From time to time, the St. Francis Public Library may establish a special collection on a temporary basis or as a permanent collection. A special collection may be developed to meet a particular need in the community or may be established to provide a comprehensive collection of works deemed necessary to address a topic in greater detail.

The same rules governing the purchasing of books and materials for the general collection will be applied to special collections.

Deselection of Materials

The St. Francis Public Library deselected (“weeds”) material from its collection on a regular basis to maintain the collection as a relevant resource for the community. The library staff will generally follow

the principles established by the CREW method for the deselection of library materials (A Weeding Manual for Modern Libraries).

Gifts and Donations

The library welcomes gifts from individuals and groups. Donated materials will be added to the collection according to the same criteria as purchased materials. The librarians will have the right to determine whether or not donated materials will be added to the collection. The library also reserves the right to withdraw materials from the collection when they are no longer appropriate under the collection policy.

Request for Reconsideration

Library users occasionally object to titles that have been selected for the collection. While individuals may reject certain materials for their own or their children's use, they do not have the right to exercise censorship or restrict access to materials by others. Any person who has a concern or objection regarding an item in the collection has the right to have their concerns heard in a respectful manner. The library will only accept formal requests for reconsideration from St. Francis residents. Residents seeking the reconsideration of a book, DVD, compact disc, or other item in the collection will be given a copy of this "Collection Development Policy" and the "Reconsideration of Library Materials Policy" and be asked to complete a "Request for Reconsideration of Library Materials" form. The library, upon receipt of a completed form, will review the item for inclusion in the collection in light of the library's overall objectives, its Collection Development Policy, the Library Bill of Rights, and ALA guidelines on intellectual freedom.

Digital materials are provided through a system or state-wide buying pool. While the St. Francis Public Library contributes funds to the buying pool, we have no direct control over the selection of these materials. For this reason, digital materials will not be subject to reconsideration by St. Francis Public Library.

Approved 4/13/22