

EPL Collection Development Policy

Purpose

The purpose of this Collection Development Policy is to guide the library staff in the selection of materials for the library and to help patrons understand how and why we choose materials for our collection.

Mission Statement

It is the mission of the Effingham Public Library to provide a center for the community that promotes education, leisure and creative pursuits by providing a means to access information and resources.

Responsibility for Collection Development

It is the responsibility of the Library Director to select the materials that are offered in the library, operating within the framework of policies determined by the Library Board of Trustees. The materials will include books, audio books, videos, music, periodicals, reference books, software, electronic databases, and other items as deemed appropriate by library standards.

Criteria for Selection of Library Materials

Selection of materials is based upon the community's current needs and anticipated future use. Using recognized selection tools such as Library Journal, Booklist, etc., the librarian will ensure that the collection contains informational and recreational materials in a variety of media. All members of the community have equal access to library materials through clear organization and staff guidance. Although library materials are arranged for age appropriateness, any library user may use any materials. The responsibility for the reading materials of minor children lies with their parents or guardians, not with the Board of Trustees, Library Director or library staff. The selection of materials for the library is not restricted by the possibility that minor children may obtain materials their parents or legal guardians consider inappropriate.

The Effingham Public Library supports the American Library Association's (ALA) "Freedom to Read" and "Library Bill of Rights" policies (see attachments).

Materials will be chosen following these policy standards.

Patron Requests

The Effingham Public Library welcomes suggestions from the public for the purchase of new library materials. All requests will be evaluated according to the previously stated criteria. Purchases of requested materials can be made as space and funding allow.

Donations and Gifts

Gifts from the public are welcome and encouraged, however the materials donated are subject to the same policies that govern the selection of new materials. The Library Director is authorized to accept books and other circulation materials only if there are no conditions attached and to dispose of those gifts when appropriate. All donations of materials, upon request, will be acknowledged with a letter stating the number of items donated. The donor, not the Library Director, must determine the value of the gift.

Withdrawal of Library Materials

The Effingham Public Library is limited in the total amount of material that it can maintain. In order to keep the collection current, and to be of the greatest usefulness to its patrons, it will be necessary to discard those materials that are no longer useful. The Library Director will withdraw items from circulation following accepted professional practices by utilizing the **CREW** and **MUSTY** techniques.

- a. **CREW** calls for Continuous Review, Evaluation, and Weeding.
- b. **MUSTY** establishes guidelines for weeding, materials that are:

Misleading, Unattractive, Superseded, Trivial, or Your patrons won't use it.

Materials removed from circulation may be placed in storage, donated to another institution, sold at a book sale, or discarded.

Reconsideration of Materials

The Effingham Public Library is committed to supporting intellectual freedom, providing access to diverse viewpoints, and protecting the privacy of library users. The library's selection of an item is not an endorsement of its viewpoint. The "Library Bill of Rights" adopted by the American Library Association and the "Freedom to Read Statement" issued jointly by the American Library Association and the Association of American Publishers are basic to the Collection Development Policy and are used in conjunction with this policy.

The Board of Trustees endorses the “Freedom to Read Statement” (Appendix B) and its interpretations. Materials selected under the Collection Development Policy are considered protected under the First Amendment of the United States Constitution. The Board of Trustees believes that anyone is free to reject for himself/herself library materials of which he or she does not approve, however, the individual cannot restrict the freedom of others to read, view or hear.

Library patrons who ask the library to remove materials from the collection will receive copies of this Collection Development Policy, the “Library Bill of Rights,” the “Freedom to Read Statement,” and the “Request for Reconsideration of Library Materials” form.

Use of the “Request for Reconsideration of Library Materials” form provides an opportunity to review whether a material’s presence in the collection is appropriate under this Collection Development Policy. The Library Director is responsible for reviewing requests in a timely fashion. If the material is found to be appropriate, the philosophy and criteria used will be explained in writing to the patron.

If the patron is not satisfied with the explanation, the Board of Trustees will review the request at their next regularly scheduled board meeting. Patrons are welcome to express their concerns directly to the Board of Trustees at this time. The Effingham Public Library Board of Trustees will vote on the request based on whether the questioned material is compliant with this Collection Development Policy and will notify the requesting patron within ten days after such board meeting of their final decision.