

## **Collection Development & Weeding Policy**

1. The responsibility for the collection rests with the Library Board. The responsibility for selection of materials rests with the Director who may in turn consult with other professionals who have a variety of expertise in their respective fields.
2. The selection of library materials should be based on a comprehensive knowledge of the nature and special characteristics of the local community.
3. The collection should include subjects of permanent value and current interest on international, national and local levels.
4. A “complete” collection of library materials should not be the goal, but the best and most useful materials should be selected. Some materials may be acquired primarily on the basis of their artistic merit, scholarship or value to humanity, while others are selected to satisfy the informational, recreational or educational interests of the community. The library will make every effort to include local authors in the collection.
5. Materials for individuals of varying ages, educational levels and interests should be acquired.
6. The library acquires a wide range of materials in a variety of formats according to their suitability for public library use and their cost effectiveness. Each type of material is considered in terms of its own merit and its intended audience.
7. Wherever possible, the Library will provide materials to anticipate the needs and interests of potential users.
8. Gift materials will be judged by the same standards that apply to purchased materials.
9. The collection is maintained by retaining or replacing essential materials and removing, on a systematic and continuous basis, those works that are worn, outdated, or no longer in demand.
10. No library materials shall be excluded based on expressions of race, religion, nationality, or political or social views.
11. Censorship is a purely individual matter. Responsibility for reading/viewing/listening material by children is solely the responsibility of the parent or caregiver.
12. The library will be cognizant of and endeavor to add materials by local individuals to the library’s collection.

### **Interlibrary Loan**

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection. In return for utilizing interlibrary loan to satisfy the needs of our patrons, the North Chatham Free Library agrees to lend its materials to other libraries through the same interlibrary loan network.

### **Gifts and Donations**

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the director can dispose of them as he/she sees fit. The same criteria of selection which are applied to purchased materials are applied to gifts. It is desirable for gifts of or for specific titles to be offered after consultation with the library director. Book selection will be made by the director.

It is not within the Library's domain to assess the financial value of donated materials.

### **Weeding**

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Weeding criteria for books concerning science, medicine and invention have a shelf life of approximately 5 years from date of publication. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of new editions. This ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees.

### **Potential Problems or Challenges**

The North Chatham Free Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of principles stated in this policy.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

Approved by Library Board 11-8-2018