

## **VIII. Materials Selection/Collection Development Policy**

### **A. Criteria for Selection**

The South Dennis Free Public Library observes the following Collection Development Policy in order to best serve the residents of South Dennis and the greater CLAMS network. The library aims to provide relevant, quality resources necessary to meet the evolving informational, educational, recreational, and personal needs of the community within the limitations of budget, space, and availability. In selecting materials, the South Dennis Free Public Library adheres to the American Library Association Bill of Rights and uses the following tenets:

1. Materials including books, periodicals, audio, video, and other resources are selected by library staff to provide a variety of resources for all people regardless of origin, age, background, views, or lifestyle practices.
2. Due to the limitations of budget and space, preference is given to items with high request rates within the CLAMS network, as well as other current materials and works of popular appeal to the independent user.
3. Specific purchase requests from library patrons may be considered if they are readily obtainable and would appeal to the wider community.
4. In selecting nonfiction titles, breadth is prioritized over depth (i.e. materials are sought on a wide range of topics that are accessible to the general reader, rather than exhaustive collections in any one topic or books of a specialized or scholarly nature).
5. Local authors whose works are not in high demand for us to purchase may donate copies of their books to the library. Such books will be subject to the same criteria for withdrawal as purchased titles.
6. Materials published or released in new formats will be considered for the collection when there is evidence that a significant portion of the local population has the required equipment to make use of the format. Availability of items in the format, cost per item, and the Library's ability to obtain and circulate the items will also be factors in determining when a new format will be acquired.

### **B. Responsibility for Selection**

Ultimate responsibility for materials selection rests with the library director who works within the framework of policies as established by the Board of Trustees.

### **C. Collection Maintenance and Weeding**

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees. Withdrawn materials may be sold, donated, or recycled as the Library determines.

#### **D. Gift/Donations**

The Library welcomes gifts of funds and materials to enrich the collection. New or used donated materials are subject to the same criteria as purchased materials. Gifts of materials are accepted with the understanding that they may be utilized or disposed of at the Library's discretion. Monetary gifts will be applied to the selection of materials by the library director in consultation with library staff and the donor as appropriate. Materials selections will be made by the library director if no specific materials are requested. The Library reserves the right to determine the use and disposition of all gifts unconditionally.

#### **E. Potential Problems or Challenges**

The South Dennis Free Public 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 the 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.

#### **F. Reconsideration of Material**

Anyone who wishes the Library to reconsider the acquisition or removal of an item must fill out a "Request for Reconsideration of material" form (available at the library or on the library's website). The request will be reviewed by the library director and he or she will issue a response. If the complainant is not satisfied, he or she may appeal to the Board of Trustees. The decision of the Board is final. Above all, the Board of Trustees has as its concern the fairness of such a hearing so as to protect the rights of all who are involved.

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