**CHARITON FREE PUBLIC LIBRARY COLLECTION MANAGEMENT POLICY**

**(Approved March 10, 2022)**

(Approved October 3, 2019)

**Purpose of Collection Management Policy**This policy is established by the Chariton Public Library Board to guide the Library staff in the management of the collection and to inform the public of the principles upon which the Library makes decisions regarding the maintenance and use of the collection.

**Responsibility for Collection Management**The Library Board delegates to the Library Director the authority and responsibility for selection and management of all print, non-print and electronic materials, within the framework of this policy.

**1. Accessibility of Materials**

**A.** All materials selected under the guidelines of this policy will be available to the public in circulating or non-circulating collections, within the rules governing the use of such materials.

**B.** Requirements for responsible use may be applied to the use of certain materials and/or equipment.

**C.** Labeling and/or special shelving of materials may be used for some collections but will not be used for the purpose of restricting access.

**D.** Library materials representing a wide range of interests and learning levels are selected to meet community needs. The responsibility of choosing from this range of materials rests with the user. Parent/Guardians are responsible for supervising their children's use of Library materials.

**2. Selection of Materials**

**A. Guidelines**

**I.** Materials will be chosen to enhance the mission of the Library and its chosen roles in the community:

\* Mission Statement \*

The Chariton Public Library offers information and entertainment to educate, inspire and enrich our community. At the Library, people of all ages and backgrounds gather together to share experiences, celebrate ideas, and create. Children develop a love of reading, families find a place to play, and lifelong learners never run out of new things to discover.

**II.** Collection development shall be content neutral so that the Library represents significant viewpoints on subjects of interest and does not favor any particular viewpoint.

**III.** Materials should offer opportunity and encouragement for:

* + - Pursuing life-long education.
    - Examining all sides of issues.
    - Keeping abreast of new ideas.
    - Becoming informed citizens of the community, the nation, and the world.
    - Improving occupational performance.
    - Using leisure time in the enjoyment and exploration of books and other Library materials.
    - Discovering and developing creative abilities.

**IV.** The Library's goal is to provide an information/reference center rather than to establish a scholarly research center.

**V.** No attempt is made to collect the complete works of any author/performer/creator.

**VI.** Multiple copies of works may be obtained in order to fulfill requests within a reasonable time period.

**B. Selection Criteria**

Materials are selected in accordance with one or more of the following guidelines:

* + - Artistic, literary, historic and/or scientific merit
    - Availability of shelf space
    - Price, in relation to total budget
    - Authority and competence of author
    - Availability of material
    - Awareness of significant new trends in literature, technology, and formats.
    - Clarity and accuracy of information and/or presentation.
    - Community requests and/or anticipated popular demand
    - Favorable reviews
    - Format and durability
    - Practical usefulness
    - Relationship to existing materials in collection.
    - Relative importance in comparison with other materials available on the subject.

**C. Selection Aids**

The following sources are representative of the many aids used for selection of materials:

Professional Journals:   
Appraisal, Billboard, Booklinks, Booklist, Bookstore Journal, Bulletin of Center for Children's Books, CD Digest, Horn Book, Library Journal, New York Times Review of Books, Publishers Weekly, School Library Journal, Video Librarian, Voice of Youth Advocates

Other:  
In addition, the following works may be consulted:  
Books in Print, Public Library Catalog, Fiction Catalog, General Periodicals, Children's Catalog, Junior and Senior High School catalogs, trade journals and other authoritative subject bibliographies

**D. Textbooks**

Textbooks are selected when they meet the selection criteria and when they assist the Library in fulfilling its roles. No attempt is made to purchase textbooks for curriculum support.

**E. External Electronic Information Resources**

Providing connections to global information, services, and networks is not the same as selecting and purchasing material for a Library collection. Determining the accuracy or authenticity of electronic information may present special problems. Some information accessed electronically may not meet a Library's selection or collection development policy. It is, therefore, left to each customer to determine what information is appropriate for his or her needs.

**3. Gifts**

The Chariton Public Library also welcomes monetary gifts, bequests, or memorials, as long as their use is not restricted by conditions which would conflict with the standard practices and policies of the Library.  The Library Director is responsible for making the selection of such materials taking the desires of those making the donation into consideration. Gifts are accepted with the understanding that they will be evaluated with the same criteria used for purchased materials. If they do not meet these standards they may be ~~made available for purchase at the Library’s book sale or~~ disposed of as condition warrants. Gift items that become part of the collection will be evaluated for retention on the same basis as other items.

The Chariton Public Library is not in a position to give value estimates on gift materials.  Such estimates, to be accurate, require expert knowledge of the book market and of rare books in particular.  The Library will be happy to give receipts for any gifts for income tax purposes, such receipts identifying and acknowledging gifts without appraising them.

**4. Discarding and Replacement of Materials**

In order to maintain a vital, current collection, which meets the needs of our community, evaluation and withdrawal of materials is an ongoing process. The Library is required to weed 3% of its collection annually, even as it is required to add new acquisitions equal to that 3%. The Library staff shall retain the right to dispose of withdrawn material in any way which may be deemed proper and feasible. An item is considered for discard when it is:

* + Obsolete or outdated.
  + Worn beyond use.
  + Damaged.
  + No longer circulating and/or used for reference purposes.
  + One of many copies of a formerly popular title.

**5. Library Bill Of Rights**

The Library Bill of Rights, The Freedom to Read Statement, The Freedom to View Statement, and all relevant interpretations as adopted by the American Library Association are part of this Collection Management Policy.

**6. Controversial Materials: Patron Comments On Library Materials**

The Library welcomes your thoughts concerning Library materials and has procedures for making comments. Before following these procedures, you may find it informative and helpful to read the following brief summary of the Library's policy on Library material:  
  
Your Library serves people from all walks of life, with a variety of viewpoints and tastes. The staff chooses materials to meet these diverse needs and is guided in this by the Collection Management Policy. The Library supports the belief that the right to read and the right of free access to Library collections for persons of all ages are essential to the individual's freedom of thought, which is fundamental to the Library Bill of Rights and the Freedom to Read and View Statements.

As stated in the Library Bill of Rights:

*"Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Material should not be excluded because of the origin, background, or views of those contributing to their creation."*

*"Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval."*

Patrons who wish to make comments on materials held by the Chariton Public Library may complete a “Challenged Materials Form” for review by the Library Director and Library Board. While an item is being reviewed, copies of it will remain on active status in the collection. After the review, the Board will respond with a letter relating what actions are being taken and giving reasons for these actions.

CHARITON PUBLIC LIBRARY Date & Initials \_\_\_\_\_\_\_\_\_\_\_\_

CHALLENGED MATERIALS FORM \_\_\_\_\_\_\_\_

# Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Author: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Patron Comments & Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Library Response: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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If you would like notification on the outcome of this challenge:

Patron Name & Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_