

I. COLLECTION DEVELOPMENT POLICIES

A. SELECTION

A fundamental factor in the role of providing information is the selection of materials. The selection process must provide materials which:

1. Are designed to increase the individual's ability to function effectively as a productive member of society through education and self-understanding.
2. Are of a contemporary nature representing various points of view, which are of current interest and possible future significance, including materials that reflect current conditions, trends, and controversies.
3. Are source materials and thoughtful interpretations that document and illuminate the past.
4. Provide meaningful, aesthetic experience, stimulate the imagination, and increase the individual's potential for creativity.
5. Extend the individual's capacity to understand the world in which he lives.
6. Entertain and enhance the individual's enjoyment of life.

B. RESPONSIBILITY FOR SELECTION

Selection is based upon principle rather than personal opinion, reason rather than prejudice, and judgment rather than censorship. It is the responsibility of the library to provide materials that will enable the citizen to form his own opinions. Every attempt is made to strike a balance between selection of materials according to their value and selection of materials according to their demand.

The responsibility for the selection of materials rests with the librarian, and under the librarian's direction, in staff members who are qualified because of education or training.

Ultimate authority for selection rests with the library board through its role in setting and interpreting policy. The ultimate responsibility for the selection of material lies with the librarian.

C. FACTORS IN THE SELECTION OF MATERIALS

Material selection will be based upon an awareness of the needs and changes of the population of the county. Materials shall be acquired by:

1. Selecting materials suitable in form, level, style and content.
2. Responding to public suggestions of materials to be included.

3. Providing materials that supplement and enrich the reference, research, and recreational needs of students as well as the general public.
4. Excluding no materials because of race, color, religion, national origin, political affiliation, disability, gender, sexual orientation, or age of the author.

D. NATURE AND QUALITY OF MATERIALS

Selection will be acquired according to policy guidelines. The criteria for selection will:

1. Reflect the needs of the users in subject and style.
2. Relate to the existing collections and fit into the physical format of the library.
3. Present materials that reflect current and future relevance to county needs and are documents of the times.
4. Reflect the skill, competence, purpose, reputation and/or the significance of the author.
5. Present insight into universal truths and into human and social conditions.

E. STRUCTURE OF THE LIBRARY

Factors influencing selection of materials include budget, shelf space and content of the present collection and the organizational structure of the library system.

The content of the present collection is reviewed so that gaps in various subject areas and areas of special format may be filled, replacement of old or outdated materials may take place, and unnecessary duplication may be avoided.

F. COLLECTION PRIORITIES AND LIMITATIONS

1. One copy of most materials shall be purchased except in the case of titles in great demand. Then each title shall be considered on its individual merit.
2. Worn out books that cannot be rebound and lost items are replaced if they are read often and are of lasting value.
3. Worn books that are in demand and are an asset to the collection are sent to the bindery.
4. No textbooks shall be purchased.

G. GIFTS

Gifts of books or other materials may be accepted by the library with the understanding that the library has the authority to make whatever disposition that seems advisable, whether it is to add the donated book to the collection, or to sell the book and use the money to provide needed library services.

H. WEEDING

Weeding is necessary to remove books no longer needed in the collection. It provides much needed shelf space. The following guidelines will be used:

1. Weeding will take place as needed throughout the year.
2. Duplicate copies will be discarded if they are no longer needed.
3. Worn out, heavily soiled, and mutilated books will be discarded.
4. If a book has not circulated during the past three years and has no literary value, it will be a candidate for removal.
5. Professional tools will be used as aids in deciding which books to keep and which books to discard.
6. Weeding is the responsibility of the library staff.

I. CENSORSHIP

The Board recognizes that censorship is a purely individual matter and declares that while anyone is free to reject for themselves books of which they do not approve, they cannot exercise this right of censorship to restrict the freedom to read of others.

The Board further believes that censorship regarding what children read is the responsibility of parents.

The Board adopts and adheres to the American Library Association's *Bill of Rights*.

Complaints regarding objections to any book, audiobook or DVD shall be made to the Director or staff, who will explain the library's policy to the patron.