

Collection Development & Maintenance

Responsibility for Materials Selection

Selection of library materials is and shall be vested in the Library Director and such members of the staff who are qualified by reason of education, training, and experience.

Selection Guidelines

Materials for the library collection are chosen for a wide variety of reasons such as information, self-education, and the recreational pursuits of library users. The decision to add an item to the collection by purchase is usually the result of selection based on demand or need.

Selection based on demand: Patrons are invited to request the purchase of specific items by the Library. The final decision rests with the Director, who must consider the special need of one individual or group against the needs of the whole community.

Selection based on need: Library materials are added to the collection for the purpose of updating and further developing certain subject areas. Materials are selected from reviews, availability lists, vendor catalogs, bibliographies, and local experts.

The decision to include or exclude a particular item in the library's collection is based on a number of considerations, although they may not all be applicable to each item:

1. Timeliness
2. Effective expression and artistic excellence
3. Evaluations in professionally recognized critical guides
4. Significance of subject
5. Educational and informational value
6. Representation of various points of view
7. Availability of material elsewhere
8. Funds and space
9. Interests and needs of individuals in the community
10. Permanent value as source material
11. Vitality and originality of thought
12. Entertaining presentation
13. Relation to other materials and existing areas of coverage in order to maintain a well-balanced collection
14. Author's reputation or significance
15. Accuracy and authoritativeness of content