

MATERIALS SELECTION AND COLLECTION DEVELOPMENT POLICY

The Gardiner Public Library acquires materials that will fill educational, informational and recreational needs of the community and attempts to anticipate and plan for future needs. These materials shall represent the broadest spectrum of print and non-print media available. An effort shall be made to cover all subject areas; concentrations may be placed on particular fields with heavy public demand. Priorities may be determined by budgetary constraints.

I. Guiding Principles

Free and convenient access to the world of ideas, information, and the creative experience is of vital importance to every citizen today. Therefore, the guiding principles of the Gardiner Public Library's Materials Selection and Collection Development Policy are consonant with and supportive of the American Library Association's Library Bill of Rights (adopted by the Association June 18, 1948). Serious works presenting an honest aspect of some problems of life are not excluded because of frankness or coarse language. The Gardiner Public Library follows the principles of the American Library Association's Freedom to Read and the Freedom to View statements. Censorship of books will not be accepted. The American Library Association's Bill of Rights, Freedom to Read and Freedom to View statements are available for review upon request.

The materials in the Gardiner Public Library shall be selected, organized, preserved, and made available to all library users.

The purpose of the Gardiner Public Library Materials Selection and Collection Development Policy is to guide librarians and inform the public about the principles on which selection is based.

II. Objectives of Selection

Selection may be defined as the decision that must be made to add materials to the collection, or to retain materials already in the collection. The primary objectives are:

- A. To maintain a well-balanced and broad collection of materials for information, reference, and research. Emphasis will not be placed on scholarly works, but on materials, which will be considered accessible to the lay reader.
- B. To provide materials which support educational, cultural, and civic activities in the community.
- C. To collect materials of contemporary significance, as well as permanent value.
- D. To provide materials for recreation and enlightenment.
- E. To provide a selection of transitory, as well as experimental, materials.

Criteria used in selecting materials for the collection include usefulness, readability, appearance in standard review sources, authority or significance of author, quality of writing, relationship to present collection and availability of similar material, reputation of publisher, timeliness and permanence, Page 2 of 4

format, organization of work, price, etc. For non-fiction works, the primary criteria will be the timeliness of the material and the availability of indexes or bibliographies particularly in areas, that become quickly outdated.

III. Responsibility for Selection and Guidelines

The Director has ultimate responsibility for materials selection. The Director may designate other professional librarians on the staff with expertise in certain areas to order materials in those areas.

Guidelines to be used in materials selection may include:

Favorable review in an accepted review source, or professional library standard lists, including newspaper reviews;

Probability of heavy demand, and/or several borrower requests;

Recognition by the Director of a need for particular material in the collection;

Support for a library or community initiative or event

Serving Community Needs

The collections of the Gardiner Public Library will serve all ages and groups, from preschool through senior citizens, from the recreational reader to the serious student and layperson. An effort will be made to serve each group with materials appropriate to that clientele.

Certain groups may require specialized materials, utilizing additional criteria for selection.

These

include, but are not limited to:

Serving The Needs Of Children

A. Preschool and Elementary Children.

The Library's primary objective is to instill in children an enjoyment and appreciation of reading for pleasure and information. Materials are selected to aid the growth and development of cultural, informational and recreational reading needs, to aid the growth of self-expression, and to contribute to the child's awareness of the world in which he or she lives. For school-age children, the Library will also provide materials which complement educational programs, supplementary reading, and special projects, but not textbooks unless there is no other source of information on the topic. The collection should supply a balance for other collections in the area, which are accessible to children, and should also serve the needs and interests of special groups within the individual community.

The collection serves all children from preschool level until the abilities and interests of each child would be better served by young adult and adult materials, providing meaningful material for children of all levels of ability, physical, and cultural backgrounds. Also included is material for adults working with children, and for parents to use in conjunction with their children. Materials available include books, periodicals, audiovisual materials, and electronic media.

Reference works (e.g., encyclopedias, dictionaries, and atlases) will be provided, supplemented by other general reference titles. For works of fiction the following will be considered: literary Page 3 of 4

and graphic qualities, suitability of content, presentation for the age level, and vocabulary will be considered. Each year, Newbery and Caldecott Award and other winning titles will be purchased.

B. Preteens and Teens.

Older children in the age level represented by grades 5-8 will be provided with as much supplementary material as possible to fill class assignments, without unnecessary duplication of materials available in the schools. An effort will be made to consult the schools to cooperate in supplementing the more curriculum-oriented materials in the schools. Similar criteria will be used in selecting materials for this age group as is used in children's materials. Teen materials will be chosen with an awareness of the variety of interests, backgrounds, reading skills and development levels within this age group (late Middle School and High School). This collection is designed primarily to foster leisure reading rather than reference. Informational and reference needs are generally filled by the adult collection. Materials in a wide variety of formats will be provided to assist in the transition from juvenile to adult literature. The collection will include, in addition to titles written specifically for teens, some adult or children's books as needed or appropriate.

Serving Other Patron Needs

Special collections may be acquired to meet specific needs.

A. Visually impaired patrons.

The Library will provide large-print materials, including, Books-on-Tape or Books-on-CD. A Home Delivery service and/or deposit collections at facilities will be supplied for those who cannot come to the Library, as staff (or volunteer) availability permits.

B. Literacy Materials.

The Library will provide literacy materials for both students and tutors, including, but not limited to, such items as books, periodicals, audio books and videotapes/DVDs.

C. Individual Requests.

Whenever possible, those requests for specific items, which cannot be met by the collection, will be fulfilled through the Interlibrary Loan Network (ILL).

IV. Collection Development

Collection development may be defined as the decision to place an emphasis on certain areas of the collection in terms of acquisition or withdrawal.

Replacements

Titles withdrawn because of damage or loss are replaced based on the same considerations applied to original selection. Whenever possible, classics should be replaced when copies in better condition, format, or edition are available. In addition, the following factors are to be considered:

1. Authority and importance of the author.
2. Value of the individual title, whether for literary quality, subject appeal, etc. Page 4 of 4

3. In the area of non-fiction, the availability of newer editions and high quality material in the field.
4. Timeliness of the material.
5. Requests for the title or subject.
6. Comparison with other books still in the Library system.

Gifts

The Library welcomes gifts of books and other materials with the understanding that they will be evaluated in accordance with the same criteria applied to purchased materials. Such factors as condition, duplication, lack of sufficient community interest, processing costs, or inadequate shelf space may prevent their addition to the collection or permanent retention. The Library receives large numbers of donations each year, and selects some of these for inclusion in the collection.

Some items such as highly technical materials or those with limited interest may be accepted as gifts although they ordinarily would not be purchased. Older items may sometimes be accepted as replacements, although a replacement copy might not be purchased.

Gifts are accepted with the understanding that if the Library cannot use them, the Director may consider other alternatives.

When the Library receives a cash gift for purchase of memorial books or other tributes, the selection will be made by the Director with consideration given to the donor's wishes.

Donations of collections in toto, specifically designated for library use, will be subject to approval by the Director. As with other titles, acceptance will be based on usefulness to the collection, potential expense involved, and space available.

Discarding

The Library maintains a policy of withdrawal based on the elimination of unnecessary items, outdated material, books no longer of interest or in demand, duplicates when not needed, and worn or mutilated copies if their repair is not warranted. Frequency of circulation, community interest, and availability of newer and more valid materials are of prime consideration. Fiction, once popular, but no longer in demand, may be discarded, as well as non-fiction books which were purchased to meet demands that no longer exist.

The Library will retain materials, however, which may not circulate frequently but are considered part of a core collection. Responsibility for "weeding" the library collection and deciding which items to discard rests with the Director. Materials withdrawn from the collection may be given to other libraries, sold for the benefit of the Library, or discarded.