

VIII. Materials Selection/Collection Development Policy

A. Objectives

The purpose of the L. D. Fargo Public Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual their pursuit of reading, learning, entertainment, cultural, and technological needs.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.

The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The *Library Bill of Rights* and *The Freedom to Read Statement* have been endorsed by the L. D. Fargo Public Library Board of Trustees and are integral parts of the policy.

The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

B. Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the ~~library director~~ Library Director who operates within the framework of the policies determined by the L. D. Fargo Public Library Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

C. Criteria for Selection

1. The main points considered in the selection of materials are:
 - a. individual merit of each item
 - b. popular appeal/demand
 - c. suitability of material for the clientele
 - d. existing library holdings
 - e. budget
2. Reviews are a major source of information about new materials. The primary source(s) of reviews are *Library Journal*, *School Library Journal*, and *Booklist*.
3. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

D. Interlibrary Loan

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, shared resources through the Bridges Library System's CAFÉ system and interlibrary loan (outside of the CAFÉ system) are used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the L. D. Fargo Public Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

E. Gifts and Donations

The library is grateful for the generosity of persons who make gifts to the library which allow us to stretch our resources and make available items which would otherwise not be available to the community.

Gifts of books and other materials are accepted with the understanding that items not added to the collection (those that are duplicates, outdated, in poor condition, etc.) may be disposed of through the library book sale or other means. Items accepted will be integrated with the library's collection.

Monetary gifts will be used for the purpose specified by the donor. Non-monetary gifts other than books may be accepted with the understanding that the library is free to use them as needed, and dispose of them if no longer needed. The library reserves the right to decline either monetary or non-monetary gifts if inappropriate or unneeded by the library

No appraisals will be made for non-monetary gifts. On request, we will provide a statement for tax purposes describing the gift.

F. 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 will be handled in a similar manner and under the same authority as donated materials.

G. Potential Problems or Challenges

The L. D. Fargo 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.

H. Challenged Materials

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Statement of Concern About Library Resources" form which is available in the library. The inquiry will be placed on the agenda of the next regular meeting of the L. D. Fargo Public Library Board of Trustees.