Poplar Creek Public Library District

Collection Development Policy

Purpose

The Collection Development Policy serves to provide guidance to staff for the selection, withdrawal, and consideration of materials for the collection whether through purchase, or donation. This policy will help inform Poplar Creek Public Library District (PCPLD) patrons about the criteria that is used to add or remove library material from the collection.

Philosophy

PCPLD supports the position of the American Library Association (ALA) through the Library Bill of Rights and the Freedom to Read Statement. See the Intellectual Freedom Policy. The Collection Development Policy supports the library's mission.

> "The Poplar Creek Public Library District provides materials, information, technology and cultural opportunities to enrich, empower, educate and entertain people of all ages and backgrounds."

PCPLD provides both general and special collections to keep current with community needs. PCPLD selects library materials of different reading levels and varied interests that appeal to a diverse community.

Responsibility for Selection and Management

Implementation of the Collection Development Policy, approved by the PCPLD Board of Trustees, is delegated to the Executive Director. The Executive Director may delegate to professional staff who will select and manage library materials based on the interpretation and application of the policy.

Material Selection Criteria

The selection criteria includes but is not limited to, the quality of the format; currency/demand / accuracy of the material; favorable reviews from reputable sources such as professional library periodicals; professional trade journals; the reputation of the author and/or publisher; and the price of the title.

Emerging technologies and changing formats influence certain areas of the collection through expanding review sources, special shelving, storage options and budget constraints. The selection of electronic formats such as databases is based on providing additional resources for library users.

Gifts and Donations

Gifts, donations and memorial funds are accepted with the understanding that the same guidelines of selection and collection management are applied as to those materials acquired by purchase. PCPLD staff make the final decision on all donations on whether to add to the collection, donate to another organization or discard or sell the material. PCPLD reserves the right to decide the conditions of display, housing and access to materials. Memorials and gifts may be acknowledged with an appropriate bookplate.

Retention and Weeding

The weeding or withdrawal of library material refers to removing titles from the collection due to accuracy, currency, redundancy, condition of the material and low circulation. All collections are weeded on an on-going basis as space needs and formats change.

Reconsideration of Materials

PCPLD has a responsibility to serve all the residents of the district by building a collection that represents a range of viewpoints. The choice of selecting library material for reading and viewing is a personal matter. While a person may decide not to select materials for themselves or for their children, they cannot exercise censorship to restrict access to materials for others. Parents or legal guardians are responsible for monitoring the selections their children make.

Patrons who request the reconsideration of library materials will be asked to submit their request in writing by completing and signing the "Statement of Objection to Materials" form.

Upon receipt of a formal written request, a decision is made regarding the disposition of the material. The Executive Director will communicate the decision and the reasons for it, in writing, to the person who initiated the request for reconsideration. The Executive Director will inform the PCPLD Board of Trustees of the reconsideration and disposition of library materials.

In the event that the person who initiated the request is not satisfied with the decision of the Executive Director, he/she may appeal in a hearing before the PCPLD Board of Trustees by submitting a written request to the President of the Board. The PCPLD Board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of the Poplar Creek Public Library District. The final decision will rest with the PCPLD Board of Trustees.

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