

# **Chariton Free Public Library Collection Management Policy**

(Approved December 12, 2024)

(Approved March 10, 2022)

This policy is established by the Chariton Free Public Library Board to guide Library staff in the management of the collection and to inform our community of the principles upon which the Library makes decisions regarding the development, maintenance and use of the collection. Collection Management is the ongoing process of assessing materials available for purchase, subscription or licensing and making decisions about their inclusion and retention within the Library. The Library Board delegates to the Director the authority and responsibility for selection and management of all collection materials, within the framework of this policy.

All materials selected under the guidelines of this policy will be available to the public in circulating or non-circulating collections. Labeling and/or special shelving of materials may be used for some item types, but will not be used for the purpose of restricting access. The responsibility of choosing materials rests with the user. Parents/Guardians are responsible for supervising their children's use of Library materials.

## **\* Chariton Free Public Library Mission Statement \***

The Chariton Free Public Library offers information and entertainment to educate, inspire and enrich our community.

At the Library, people of all ages and backgrounds gather together to share experiences, celebrate ideas, and create.

Children develop a love of reading, families find a place to play, and lifelong learners never run out of new things to discover.

**Selection:** Within the constraints of its budget, the Library selects a diverse range of materials in a variety of formats to support the needs of our community. Patron use is the most powerful influence on the Library's collection. Serious consideration is given to purchasing patron-requested materials. The success of authors, genres, subjects and formats, as demonstrated by circulation, also influences purchase choices.

**Selection Criteria:** Materials are selected in accordance with one or more of the following guidelines:

- Community requests, anticipated popular demand or consumer trends
- Availability and price of material in relation to total collection budget
- Availability of shelf space
- Relationship to existing materials in the collection and other materials available on the subject
- Favorable reviews and recommendations from authoritative sources
- Artistic, literary, historic and/or scientific merit
- Authority and competence of author; clarity and accuracy of content or presentation
- Practical usefulness, format and durability

Collection development shall be content neutral and representative of multiple viewpoints.

No attempt is made to purchase textbooks for curriculum support.

No attempt is made to collect the complete works of any author/performer/creator.

**Gifts:** The Library welcomes donations, whether monetary or of physical items, as long as the use of donations is not restricted by conditions which would conflict with the standard practices and policies of the Library. Donated items are accepted with the understanding that they will be evaluated with the same criteria used for purchased materials. If they do not meet these standards they may be disposed of as condition warrants. Donated items, including those purchased with monetary gifts, that become part of the collection will be evaluated for retention and withdrawal on the same basis as all other items.

The Library will not estimate the value of gift materials, but can provide receipts acknowledging the number and type of items donated without appraising them.

## Retention, Replacement and Withdrawal of Materials:

In order to maintain a vital, current collection, evaluation and withdrawal of materials is a necessary ongoing process which improves the accessibility of remaining materials, enhances the appearance of the collection, and helps improve the overall circulation of materials. Great care is taken to retain or replace items that have enduring value to the community.

Materials withdrawn from the collection become surplus property and may be sold, donated, or discarded at the Library's discretion.

An item is considered for withdrawal when it is:

- Obsolete or outdated
- Worn beyond use
- Damaged or missing components
- No longer circulating and/or used for reference purposes
- One of multiple copies of a formerly popular title

## Intellectual Freedom:

The Chariton Free Public Library adheres to the principles of intellectual freedom, adopted by the American Library Association, as expressed in the *Library Bill of Rights*, *Freedom to Read Statement*, *Freedom to View Statement*, and *Access to Library Resources and Services for Minors*. ([www.ala.org/advocacy/intfreedom](http://www.ala.org/advocacy/intfreedom))

## Community Input:

The Library welcomes community input concerning library materials and has a procedure in place for making comments. Patrons who wish to offer comments on materials held by the Chariton Free Public Library may submit a *Collection Materials Review Form* to the Library Board. While an item is being reviewed, copies of it will remain on active status in the collection. After the review, the Board will respond with a letter relating what actions are being taken and giving reasons for these actions.

### CHARITON FREE PUBLIC LIBRARY COLLECTION MATERIALS REVIEW FORM

Staff Initials & Date \_\_\_\_\_

Item Barcode \_\_\_\_\_

Title: \_\_\_\_\_ Author: \_\_\_\_\_ Format: \_\_\_\_\_

Patron Comments & Request: \_\_\_\_\_

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If you would like notification on the outcome of this review:

Patron Name & Address: \_\_\_\_\_