

## **Jefferson Public Library Collections Policy**

### **Purpose of policy is to provide guidance for:**

- selecting materials of contemporary significance and permanent value.
- determining which gifts to encourage,
- determining which materials to bind, to replace and to weed-out.
- selecting materials to further the library's mission of inspiring, educating, entertaining and providing essential services and information to our patrons.
- To inform our patrons of the selection principles.

### **Materials Selection**

- Jefferson Public Library endorses and tries to adhere to the principles documented in the [Library Bill of Rights](#) [Appendix I], the [Freedom to Read Statement](#) [Appendix II], and the [Freedom to View Statement](#) [Appendix III] of the American Library Association (ALA).
- As a small public library, our collection shall try to represent a wide range of view points, opinions, and tastes to satisfy the needs and interests of our entire community. Minority views, both sides of controversial issues, current political issues, a wide variety of recreational and special interest materials, all have a legitimate place on the Library's shelves.

### **Library Director responsibilities:**

- Selection of all collection materials within the policy framework adopted by the Trustees.
- Acquire materials that are responsive to the interests of library patrons, and that do not discriminate against any political, religious, economic, or social view / group through deliberate exclusion of their views.
- Continually review collection strengths and weaknesses and evaluate need based on patron usage/requests for improving weak areas with new materials.

### **Selection Criteria:**

- Individual merit of each item
- Diversity of viewpoint
- Popular appeal & demand
- Cost
- Current relevance
- Relationship to existing holdings

### **Acquisition Information Sources:**

- Recommendations and requests of patrons will receive priority consideration
- New book reviews in professional journals and popular media

### **Collection Gifts and Donations**

- The Library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed

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because of subject content, duplication, condition, or age, the Director may dispose of them as he/she sees fit. Which may include selling them in annual book sale.

- Purchased material selection criteria shall apply to gifts
- Memorial gifts of books with suitable bookplates are accepted by the Library. It is preferred that gifts of specific titles be offered after consultation with the Director.
- The Library encourages and appreciates gifts and donations. See Gift Policy for further information.

### **Weeding**

- An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process.
- Replacement of worn materials shall be dependent upon current demand, usefulness, more recent acquisitions and availability of new editions
- Low circulation items determined not to have retention value shall be removed from the collection where more space is needed to house the collection

### **Challenged Materials**

- The Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection or removal of materials shall not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principals stated in this policy. No library materials shall be sequestered except to protect it from damage or theft.