

## POLICY

Subject: **Collection Development Policy**

Board Approved Date: 10/17/24

Supersedes Policy Dated: 4/17/03  
4/20/00  
7/21/94  
10/17/91

Effective Date: 10/18/24

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### **Objective of Policy**

The purpose of the ABBE Regional Library System's Collection Development Policy is to provide all individuals in the community with carefully selected books and materials to aid patrons in the pursuit of education, information, research, and the creative use of leisure time. The library collection supports the mission and goals of the library, in service to the informational and recreational literature needs and wants of the entire community. As the community changes the library reassess and adapts its collection to reflect new and differing areas of interest.

The collection development policy exists to guide library staff in selecting materials and to inform the public about how collection development decisions are made. Collection development refers to the decision to add materials to the collection, retain materials already in the collection, withdraw materials from the collection, and choose materials for library programs, promotions and professional development in an effort to increase both the quality and quantity of the entire collection.

The Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement have been endorsed by the ABBE Regional Library System and are integral parts of the policy and drivers of decisions made.

<https://www.ala.org/advocacy/intfreedom/librarybill>

<https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

<https://www.ala.org/advocacy/intfreedom/freedomviewstatement>

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### **Responsibility for Selection**

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the ABBE Regional Library Board of Trustees. The ABBE director may designate other members of library staff with collection development and selection of materials, however ultimate responsibility remains with the ABBE director. Collection development is handled by staff who apply professional knowledge, experience, and policy criteria.

### **Selection Guidelines**

Selection of materials will consider a variety of factors, including:

- Popularity, timeliness, and general interest
- Critical reviews and publicity
- High standards of quality in content and physical format
- Merit in relation to the interests and needs of the community
- Availability of materials on the topic
- Representation of all points of view
- Cost
- Format (print, electronic, and audio-visual)
- Patron request
- Available space

Selection of materials does not constitute an endorsement of their contents by library staff, library board members, or the county administrations of the ABBE service area. Selection criteria applies to both materials purchased and items gifted or donated. Due to limitations space and budget, it is impossible to include all possible titles and formats in the ABBE collections.

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Materials will not be selected or rejected on the basis of approval by any specific group, but by the merits of the work and relevance to the community. A balanced collection attempts to represent all sides of controversial topics, to the extent allowed by space, budget, and availability. The collection serves the community as a whole; individual patrons may find materials included that they deem irrelevant or objectionable, or items omitted that they feel are important. Procedures are in place for patrons to request either the addition or removal of an item.

### **Criteria for Selection**

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

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.

### **Gifts and Donations**

The library accepts donations of books and other materials. Donated materials may be added to the collection based on selection criteria. Items not added to the collection may be sold by the library, the Friends of the Library, donated, or discarded. Materials gifted or donated to the library become property of the library with no conditions on their use or withdrawal from the collection. Library staff reserves the right to decline donations.

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The library accepts monetary gifts for collection development, both unrestricted or designated as memorials or tributes to honor an individual. Donors may suggest specific subjects or titles of materials to be acquired with their donation, however, the library reserves the right of final selection. If requested, bookplates prepared by the library will be affixed to gift materials.

Special shelves or sections for collection materials are not possible because of space and service considerations. Gift materials will be interfiled with regular collection materials to ensure the best use by the public.

### **Weeding and Deselection**

To maintain a relevant and up-to-date collection, library staff will continually evaluate existing materials and remove those items that no longer benefit the collection. De-selected items will be disposed of in accordance with library policy, including sale by Friends of the Library, recycling, or discard. Reasons for de-selection may include:

- Damage to the item including mold, wear and tear
- Misleading or factually inaccurate information
- Outdated or irrelevant content
- Poor circulation
- Space limitations

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### **Reconsideration of Materials**

Although materials are carefully selected, the library recognizes that some materials are controversial and may lead to differences of opinion regarding suitability, or may offend some patrons. Patrons requesting material be withdrawn or moved within the collection may complete the Request for Reconsideration form which is available in the library.

In order for a patron to submit a Request for Reconsideration form, they must be an ABBE cardholder or a resident of the ABBE service area. Patrons may only have one active Request for Reconsideration open at a time. Items being reviewed for reconsideration will be considered in their entirety, not upon selected sections or passages. The item under consideration will remain in circulation during the review process. Once the library has ruled on a title, the title will not be reconsidered by the library for a period of four years.

The Library encourages parental involvement in the selection of materials for use by children. Responsibility for materials checked out by children rests with their parents or legal guardian.

The collection development policy, like all other policies, will be reviewed and/or revised as needed.