



Sandwich Public Library District

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Collection Development Policy

A. Purpose

The purpose of this policy is to clearly outline the principles and guidelines for the development and maintenance of the Sandwich Public Library District's materials and resources. The policy will be used to build and maintain a collection that not only supports the designated mission of the Library, but will also allow the staff to respond to the changing needs of the Sandwich community. The same policy will govern selection and maintenance for both the adult and the children's collections. The types of resources that the Library may include in the collection, but not limited to, are: print and non-print materials such as books and magazines, audio-visual and electronic materials such as CD-ROM products, databases and Internet links.

Finally, this policy is a tool for communicating to the public the criteria that is used by the Sandwich Public Library District for the selection and maintenance of the Library's materials.

B. Selection Responsibility

The Library Director is responsible for all materials in the library collections. Material selectors, using professional judgment, choose and discard items for the library collections within the scope of assigned areas.

C. Selection Process & Criteria

The Board of Trustees believes that censorship is the responsibility of the individual therefore the Board will not restrict the freedom of patrons to read. The selection of materials will not be made on the basis of any anticipated approval or disapproval by the community. Material will not be marked to show approval or disapproval by the staff or community nor will it be set aside except for the purpose of protecting it from injury or theft.

A variety of factors influence the selection of library materials. These include, but are not limited to: accuracy of information, interest, authority, demand, value to the existing collection, relevance, significance of the subject, format and price, evaluation of the existing collections, consultation of reputable reviewing sources, tracking and analysis of school assignments, examination of materials through reviews or Inter-Library Loan, use of advertisements/catalogs/newspapers/web resources, patron input, and/or budgetary constraints. Recommendations by staff and patrons are seriously considered.

The material selection process for the Sandwich Public Library District's collection include, but are not limited to the following factors:

- Selection of materials will reflect the Library's Mission & Vision
- Selection of materials will meet the educational, cultural and recreational interests/needs for those of all ages and capabilities.
- Selection of materials will include differing viewpoints so no one viewpoint is unduly represented as long as such viewpoints do not unjustly discriminate anyone or anything based off of race, ethnicity, religion, sexual orientation, and/or gender identity
- Selection of materials will reflect current trends in authors/subjects
- Selection of materials will include varying styles and/or formats
- Selection of materials will provide material that is timely and relevant
- Selection of materials will reflect items with literary merit
- Library collection will expand availability and accessibility of material through the RAILS Library System and Inter-library loan
- Library collection will be structured with corresponding space considerations
- Library collection will not maintain a textbook collection

E. Collection Maintenance

Any item may be withdrawn from the collection because it no longer meets the selection criteria designated by this policy. Both print and non-print materials in the collection will be reviewed and evaluated at regular intervals by the Director and designated staff of the Sandwich Public Library District. Materials that are withdrawn from the collection can be used for the Library's book sale, offered to other libraries, donated, or discarded. Factors that impact the withdrawal of an item from the collection include, but are not limited to, the following:

- Insufficient use
- Obsolete, inaccurate or irrelevant information
- Irreparable damage
- Availability of item through Inter-Library Loan
- Whether the item still meets the selection criteria
- Whether the Library owns multiple copies of the item
- Budget allocation
- Space limitations

F. Material Donations

Donations of materials for the Library's collection are accepted and are greatly appreciated by the staff and board of the Sandwich Public Library District.

All donated items are subject to the same selection criteria as items purchased by the Library, and all unused donated material may be used for the book sale, donated, or discarded by staff. Patrons waive rights to personally contributed materials once donated.

Donations the library will accept:

- Adult fiction (both hard and soft cover).
- Like-new children's fiction, any year.
- General nonfiction (both hard and soft cover) published within the last 10 years
- Computer/Technology related books published within the last 5 years.
- DVD movies and series

- Audiobooks on CD or Playaway (fiction and nonfiction rules apply)
- Music CDs

Donations the library will not accept:

- VHS tapes
- Cassettes
- Records
- Magazines
- Encyclopedias
- Text Books

G. Patron Suggestions

The Director and staff welcome patron input concerning the selection of materials for the Library's collection. Patron who would like to recommend an item for inclusion in the collection will be directed to fill out a *Materials Request* form. These forms will be collected by a designated staff member who will evaluate the request using the criteria designated by this policy.

H. Reconsideration of Materials

The Sandwich Public Library District recognizes that some resources may be considered controversial and respect the diverse opinions of this community. If a resident of the Library District would like to register a formal complaint concerning an item in the collection, then the patron is directed to fill out a *Request for Reconsideration of Material* form. The Director will review and respond to all reconsideration complaints. If the resident is not satisfied, they may appeal to the Board of Trustees, who, in conjunction with the Director, will review the complaint.