

COLLECTION DEVELOPMENT/MATERIAL SELECTION POLICY

The purpose of the Wahoo Public Library is to make available to the people of the community (regardless of age, sex, ethnic origin, and economic status, legal, mental, physical or other restrictions) reading, listening, and viewing materials that will aid the individual in the pursuit of their intellectual, social, and cultural growth.

Due to the large amount of publishing, budgetary limitations, and space, the library must have a selection policy to meet the needs and interests of our community.

The library endorses the *Library Bill of Rights, and the Freedom to Read Statement* as adopted by the American Library Association. These statements have been endorsed by the Wahoo Public Library Board of Trustees and are integral parts of the policy.

The responsibility for selection of materials will be the Library Director who operates within the framework of policies set forth by the Wahoo Public Library Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the library board and the public for the library materials selected, the director has the final authority to reject or select any item contrary to the recommendations of the staff.

Criteria for selection will be as follows

- Individual merit of each item
- Popular appeal/demand
- Suitability of material for the patrons
- Existing library holdings
- Budget

Reviews are one of the major sources of information about new materials. The lack of a review or an unfavorable review shall not be the sole reason for not purchasing a title that is in demand. Consideration is also given to patron requests and books discussed on public media. Materials are to be judged on the basis of the entire work not just those points or parts taken out of context.

Interlibrary Loan is a wonderful resource that will be used because of limited budget and space. Materials that are available to our library may be borrowed by patrons in good standing (no overdue items or fees owed for damaged/lost items), the patron will pay the postage for the return of the item borrowed.

The Library Director and Trustees working together will have the freedom to accept, reject or dispose of unrestricted gifts and memorials as they think appropriate. Refer to the libraries Gift and Donation Policy for further information.

The library will strive to maintain an up-to-date, attractive and useful collection that is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions

and availability of newer editions. The ongoing process of weeding is an important part of maintaining an active collection. Weeding is the responsibility of the library director and is authorized by the Board of Trustees. Weeding criteria may include: obsolete, inaccurate or outdated information, last circulation date, damaged or dirty condition, duplicates no longer needed or parts of incomplete sets or series.

The Wahoo Public Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

There is an official “request for reconsideration” form that may be given to those patrons who wish to challenge or remove an item from the collection. The patron must complete the form and the request will be placed on the agenda of the next regular meeting of the Library Board of Trustees. The person completing the request must attend this meeting to discuss the request.

It is the responsibility of a parent or legal guardian to know what their child is reading or viewing, the library will not base its selection of materials on the possibility that they may be viewed by children.

Library materials will not be labeled or marked to show approval or disapproval of their contents and NO library material will be sequestered EXCEPT to protect it from damage or theft.

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