

## **MATERIAL SELECTION AND COLLECTION DEVELOPMENT POLICY**

It is the policy of the Chesterfield Township Library to collect, access and organize books and other print and non-print or digital materials so that they are easily accessible to all users. Materials acquired and maintained by the library provide for the educational, informational, cultural and entertainment needs of the community it serves.

Materials selection considers the needs and interests, both immediate and future of Chesterfield Township residents. Recognizing the impossibility of one library's collection fulfilling the needs and desires of all its users, consideration is given to the accessibility of other libraries' resources along with support for cooperative efforts to develop and promote these resources.

The professional staff consults a wide range of reviewing media in selecting materials for the library, such as *Library Journal*, *School Library Journal*, *Booklist*, *Publishers Weekly*, *Billboard* or local newspapers. Consideration depends also on the availability of material and the availability of funds. The staff exercises professional judgment and fiscal responsibility, and bases its decision for purchase or rejection on several criteria. The staff recognizes that the responsibility for the selection of these materials requires sensitivity to the community and unbiased critical evaluation.

Along with the criteria mentioned above, we also evaluate material based on the intended audience or reader. As a public library that focuses on items in popular demand, we select materials whose content is aimed at the general reader rather than a specialist or practitioner.

### **Supporting Philosophy**

In addition to the selection procedure and criteria mentioned in this document, the Chesterfield Township Library believes in, supports, and follows the principles of intellectual freedom. Basic to the policy is the First Amendment to the United States Constitution, [The Library Bill of Rights](#), [The Freedom to Read](#), the [Freedom to View](#), and [Access to Electronic Information, Services, and Networks: an Interpretation of the Library Bill of Rights](#) as adopted by the American Library Association.

The library assures free access to its holdings. All patrons are free to select or reject any item in the collection. Individual or group prejudices about a particular item or type of material in the collection may not preclude its use by others. Patrons, including parents and/or legal guardians, have the responsibility to select materials appropriate for themselves and their children. Public Libraries have a responsibility to provide materials that meet the diverse needs, interests and perspectives of the entire community.

Processing and shelving of material shall in no way reflect a value judgment of the materials. Most materials will be shelved in their proper order on open shelves; freely and easily accessible to the public. Specific items that are not in Dewey sequence are those

with physical limitations, frequently used reference books, expensive periodicals such as Value Line, and books difficult to replace if missing. Some items could be shelved separately for easier patron access, e.g., large type, new items.

### **Responsibility for Selection**

The Library Director of the Chesterfield Township Library, as determined by the Library Board, has the responsibility for overseeing the collection. Actual selection is performed by members of the professional staff under the guidance of the Director.

### **Selection Criteria**

The Chesterfield Township Library will use the criteria listed below for the selection of Library materials:

- Interest and demand
- Public need, both current and future
- Relation of work to existing collections
- Need for collection depth, breadth and variety
- Serious literary, artistic, political or scientific value
- Local or regional interest and significance
- Historical value
- Favorable review by individuals with expertise in the subject
- Recognition as award-winning or “classic” work
- Appropriateness for the intended audience
- Price
- Availability of material elsewhere in the Suburban Library Cooperative member libraries
- Unique content
- Availability of space
- Durability

These selection criteria apply to all materials, regardless of format or intended age level. The purchase of materials does not indicate that the Chesterfield Township Library endorses the contents therein.

### **Selection of Small Press and Self-Published Works & Book Signings**

The Chesterfield Township Library is often asked to add items to our collection that are published by a small press or self-published by the author. These titles are treated as a donation and subject to the same selection criteria we use for evaluating all items for our collection.

The two main criteria we use in evaluating small press and self-published items are:

- A professional review of the title in resources such as *Library Journal*, *School Library Journal*, *Booklist*, *Publishers Weekly*, *Kirkus*, *Billboard* or a local newspaper.
- Demand for the title as demonstrated by patron requests or its appearance on a bestseller list.

When submitting an item for evaluation, please include any reviews and author information.

If you choose to submit a copy of a title for our evaluation, we will not be able to return it in the event that it is not added to our collection. We will treat your item as a donation.

### **Maintenance of the Collection**

The Chesterfield Township Library will systematically remove materials which are no longer useful in order to maintain a current, vital, accurate and inviting collection. Many of the same principles stated in the Library's Material Selection and Collection Development Policy are used to evaluate materials for removal. The decision to withdraw materials from the Library's collection is based on but not limited to the following guidelines:

- Materials are physically damaged or worn out
- Information contained in materials may be inaccurate, misleading or outdated
- Materials have not circulated for a designated period of time
- Physical limitations of available space
- Re-evaluation of collection emphasis

### **Gifts**

The Chesterfield Township Library will accept donations of materials and funds to purchase materials. Gifts of materials and donated items become the property of the Library. The library reserves the right of determining if, and in what manner, the donated items should be used. No conditions may be imposed relating to any gift. Items deemed inappropriate for our collection may be refused or passed on to another institution or library, or the Friends of the Library for their sale(s). Acknowledgment of gifts for tax records may be provided; however, the library will not appraise donated items.