

# COLLECTION POLICY

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## COLLECTION DEVELOPMENT

Final responsibility and authority for the collection rests with the Director. Direct responsibility for the selection, maintenance, and weeding of materials is delegated to Collection Development staff. The Circulation Supervisor supervises material selection and collection maintenance for Adult Fiction, Adult Non-Fiction, Periodicals, Adult AV and Adult non-traditional circulating materials. The Youth Services Supervisor supervises material selection and collection maintenance for Picture Books, Readers, Chapter Books, Tween Fiction, Teen Fiction, Juvenile Non-Fiction, Teen Non-Fiction, Youth AV and Youth non-traditional circulating materials.

### **ALA STANDARDS**

The Henika District Library operates in conjunction with the following American Library Association policies:

- The Library Bill of Rights
- Freedom to Read
- Freedom to View
- Statement on Labels and Rating Systems
- Diversity in Collection Development
- Free Access to Libraries to Minors
- Expurgation of Library Materials
- Evaluating Library Collections
- Challenged Materials
- Restricted Access to Library Materials
- Access to Electronic Information, Networks, and Services

### **SCOPE AND OBJECTIVE**

The mission of the Henika District Library is to encourage community and personal growth through diverse materials, services, and experiences. The library has a responsibility to act inclusively, rather than exclusively, to allow for free access to ideas. Therefore, our collection represents a diversity of viewpoints, including materials that reflect differing social, cultural, political, and religious views.

### **MATERIAL SELECTION POLICY**

Materials will be selected and purchased based upon the following criteria:

- popular demand
- local interest
- timeliness
- cost
- suitability of format
- relation to existing collections
- diversity

Written patron suggestions submitted are considered, and may be purchased based on the above criteria.

### **COLLECTION MAINTENANCE POLICY**

Henika District Library removes material from the collection based upon the following criteria:

- O – Obsolete or outdated
- A – Appearance, worn or dated
- C – Circulation statistics insufficient to warrant retention

Exceptions to this list may include items of significant historical value.

Items that have been removed from the collection are not automatically replaced. Decisions are based on need, demand, and budget.

### **BOOK AND AV DONATIONS**

Donations of library materials will not be added to the collection except for in unique cases at the consideration of the Collection Development Staff.

### **RECONSIDERATION OF MATERIALS**

The library believes that each patron, regardless of age, has the right to read, listen, or view any item of their choosing. Language, situations, or subjects, which may be considered inappropriate or offensive to some community members, do not disqualify materials that meet our selection criteria.

Anyone who wishes to request that a specific item be reconsidered for inclusion in the collection of materials must be asked to complete and sign the Request for Reconsideration of Library Materials Form. The form will be given to the Director. The Director, alongside the Selector and two members of the Board, will experience the material in its entirety. The Selector will explain how the item fits Henika District Library's selection criteria, and the Reconsideration Committee will come to a decision as to whether or not the item should be kept in the library collection. Once a decision has been made regarding the retention or removal of the material, a letter will be sent to the person, explaining the decision.

The Henika District Library reserves the right to display any library materials in the collection in any location of the library. Patrons requesting changes to displays must complete the Request for Reconsideration of Library Materials Form and make a formal request to have it removed from the collection or accept the item as part of the collection and display.

*Adopted: 12/16/91  
Revised: 10/16/96  
Revised: 8/12/98  
Revised: 1/10/19*