**Greenfield Public Library**

**Collection Development**

**Selection**

Materials shall be selected so that the library’s collection is well balanced, meets the needs of the community and maintains a high standard in keeping with the Statement of Philosophy of the Greenfield Public Library.

The library staff must actively participate and advise in the selection process by recommending for purchase the best materials available so the library can be truly viable in supporting the needs of the community.

Librarians, by virtue of their position, can best observe the overall growth and development of the collection. The primary responsibility of the selection of the children’s and adult books shall rest with the director. It is the ultimate responsibility of the director to ensure balance and quality of the entire collection.

Though most of the materials from citizens of the community and the board of trustees are encouraged. Serious suggestions shall be considered carefully, and an effort made to purchase worthwhile items. A citizen’s request form is included in the appendix of the manual and should be used for citizen recommendations.

**General:**

1. Permanent or timely value.
2. Accurate information.
3. Authenticity.
4. Potential usefulness.
5. Clarity and logic of presentation.
6. Present and potential relevance to community needs.
7. Insight into human and social condition.
8. Presentation of both sides of controversial issues.
9. Balancing of special group interests with general demand.
10. Attention of critics, reviewers, and the public to the materials.
11. Relation to existing collections.
12. Appropriateness and effectiveness of medium to content.
13. Reputation, skill and competence of author.
14. Suitability of size for library use.
15. Inclusion of books of doubtful value, occasionally, for the timelessness. (These are discarded when they have served their purpose.)

**Children’s:**

The collection should contain books and materials which express a wide variety of views. The format of materials includes audiovisuals and any others which meet the philosophy and general criteria of the library. The director’s function is to choose wide ranging collection according to the criteria established, and to share her/his knowledge of this collection through advice and suggestions. It is the responsibility of the parents or guardians to make the final decision as to what their children may or may not read from this collection.

Materials should be selected for children from preschool through sixth grade, with selections for all reading levels. Librarians should strive to:

1. Select materials that stimulates the enjoyment of books.
2. Maintain a collection of overall quality.
3. Represent all points of view.
4. Respond to changing trends and patterns in society.
5. Reflect the interests of the immediate community.

**Reference:**

The reference collection is a non-circulation collection of materials designed to give quick access to information within the entire range of human knowledge. The tools in the collection should supply reliable facts with minimum duplication. Included in this are dictionaries, encyclopedias, indexes, bibliographies, directories, price guides, almanacs, atlases, law books. As a rule, only the latest edition will be shelved with the reference collection. Older editions will be transferred to the circulating collection.

**Acquisitions:**

Expanding areas of knowledge, changing social values, technological advances and cultural differences require flexibility, open-mindedness and responsiveness in the evaluation of all library materials. Materials in a variety of media are required and made accessible as they are judged useful and relevant to the community. Each type of material must be considered in terms of its own excellence and the audience for which it is intended. There is no single standard which can be considered in terms of its own excellence and the audience for which it is intended. There is no single standard which can be applied to all cases. Some materials are judged primarily in terms of artistic merit, scholarship or documentation of the times; others are selected to satisfy the recreational and entertainment needs of the community.

Some materials are considered because of the widespread or heavy local demand. Items having such demand may or may not meet the general and specific criteria contained in this policy. In either case, the volume and nature of requests by members of the public will be given serious consideration. In addition, as the social and intellectual climate of the community changes, materials which originally were not selected for purchase may become of interest. Such materials will be reevaluated on a continuing basis.

Directors responsible for selected purchased and donated materials will be guided by criteria herein. The final decision for selection and ordering rests with the director.

The words “Library Material” as they may occur in this policy have the widest possible meaning, including every form of permanent record: printed, bound or unbound, photographed or otherwise reproduced, discs, film, pictures, artwork, microfilm, computer programs, electronic books and any other deemed important to the collection.

The selection of sources for the purchase of library materials shall be left to the discretion of the director. The materials will be ordered from publishers of jobber giving the best service, speed, accuracy, and price.

Auctions of equipment and/or materials of a value greater than $2500.00 must be considered and approved by the Board of Trustees prior to the purchase. Unauthorized expenditures of money may result in immediate termination of employment.

**Weeding:**

It is necessary for the public library to have a regular and systematic survey of its collection in order to weed out those materials which are obsolete, poorly presented, or badly worn. Materials will be weeded under the direction of the director with the approval of the library board. Specific attention should be paid to such items:

1. Duplicate copies of older works
2. Materials no longer in demand
3. Older editions of works replaced by new editions
4. Any book badly worn or stained which may be replaced.
5. Items that have not be utilized or checked out in 5-10 years

**Fines:**

It is the board’s decision that the library will be fine-free. The patron will be charged replacement costs for damaged or lost material on a case-by-case basis.

**Complaints:**

The Greenfield Public Library Board of Trustees believes that censorship is a purely individual matter and declares that while anyone is free to reject books of which he/she does not approve; he/she cannot exercise the right of censorship to restrict the freedom of others to read. The Director will give the complaint of the following materials: Material selection policy, Library Bill of Rights, Freedom to Read Statement, and the Citizen’s request for reconsideration of materials. Upon receipt of a completed and signed request (located in appendix) from a complainant, the board of trustees will consider the request at their regular meeting. The written complaint must be received seven days prior to meeting to be on the agenda. The complainant will receive notification of a meeting with the board of trustees to discuss this matter. Following the above meeting the complainant will receive a written statement of the decision of the board of trustees regarding the matter.

Approved 2/11/2020

Reviewed and approved by the Greenfield Library Board of Trustees 2/2023