

Greenfield Public Library Collection Development

Greenfield Public Library offers collections to further the Library's mission. The Greenfield Public Library Board of Trustees has adopted this Collection Development Policy to provide guidance for the selection and evaluation of materials to anticipate and meet the needs of the Greenfield community.

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.

Responsibility for Selection

The Greenfield Public Library Board of Trustees delegates authority for the selection of materials to the Library Director and those members of staff designated by the Director as selectors, who are charged with meeting the goals of the Collections Policy. It is the ultimate responsibility of the director to ensure balance and quality of the entire collection.

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.

Librarians, by virtue of their position, can best observe the overall growth and development of the collection. The library staff 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.

Suggestions of 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 at the end of this policy and the library's website and should be used for citizen recommendations.

The collection is generally not archival, and items are expected to be used frequently. The selectors oversee an annual assessment to ensure that the collection meets current needs and that a substantial percentage of the materials are less than five years old. Greenfield Public Library adheres to the American Library Association's Library Bill of Rights and its interpretations, and The Freedom to Read and Freedom to View statements. Inclusion of material in the collection does not imply the library's endorsement of it or its contents.

Criteria considered for selection is listed, but not limited to:

1. Popular demand
2. Cost
3. Scarcity of material on the subject and availability elsewhere
4. Permanent or timely value
5. Accurate information
6. Authenticity
7. Quality, suitability, and sustainability of the format
8. Technical quality
9. Potential usefulness.
10. Clarity and logic of presentation.

11. Present and potential relevance to community needs
12. Insight into human and social condition
13. Presentation of both sides of controversial issues
14. Balancing of special group interests with general demand.
15. Attention of critics, reviewers, and the public to the materials
16. Relation to existing collections
17. Appropriateness and effectiveness of medium to content
18. Reputation, skill and competence of author
19. Suitability of size for library use
20. Artist merit
21. Scholarship or documentation of times
22. Recreation and entertainment needs of the community

An item needs not to meet all of these criteria in order to be acceptable. Other considerations may be applicable in specific subject areas. Librarians and the director utilize professional resources to help assess these considerations.

Donation

The Library will accept donated materials in good condition. The library staff will follow details as listed in the Gifts, Memorials, and Bequests Policy.

Reference and Special Collections:

The reference collection is a non-circulation collection of materials designed to give quick access to information. The tools in the collection should supply reliable facts with minimum duplication. As a rule, only the latest edition will be shelved with the reference collection. Older editions will be transferred to the circulating collection.

Greenfield Public Library supports the acquisition and preservation of useful and important historical, municipal, public, and genealogical materials relating to Greenfield and Adair County as well as reference materials. Materials may be obtained in print and electronic formats. Materials in the reference and special collections are not available for circulation unless items are available in duplicate. The duplicate will then be moved to the circulating collection.

The development of special collections will focus on the following areas:

- Local History: Greenfield Public Library may acquire and maintain useful and important historical and municipal publications relating to Greenfield and surrounding communities. Greenfield Public Library will work in cooperation with Adair County Historical Society, Adair County Ancestors Genealogy Society, and other local partners to determine the disposition of materials of local historical interest.
- Genealogy Collection: Greenfield Public Library will acquire and maintain relevant genealogical materials in cooperation with the Adair County Ancestors Genealogy Society. The chapter is responsible for recommending new materials for the genealogy collection.

Acquisitions:

The final decision for selection and ordering rests with the director. 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 or jobbers 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.

Collection Assessment and 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. This makes space for materials, collections more attractive, facilitates ease of use, and reduces the damage to materials caused by overcrowding, space limitations, and overuse. Materials will be weeded under the direction of the director. Specific attention should be paid to the following criteria:

- a) Currency
- b) Accuracy
- c) Duplicate copies with low demand
- d) Space limitations
- e) Community interest
- f) Availability from other libraries
- g) Older editions of works replaced by new editions
- h) Wear and damage
- i) Items that have not be utilized or checked out in 5-10 years
- j) Strategic plan priorities
- k) Sustainability of format

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.

Expressions of Concern:

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 they do not approve; they cannot exercise the right of censorship to restrict the freedom of others to read. Any customer concerns will be handled promptly and courteously as detailed in the Reconsideration of Media Policy.

Reviewed and approved by the Greenfield Public Library Board of Trustees 2/11/2020

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

Amended by the Greenfield Public Library Board of Trustees 10/13/2026

Please use this form to request items not found in the Greenfield Public Library catalog.

Staff will determine—based on budget, publication date, and community interest—whether the Library will **purchase the item or try to borrow it from another library** through interlibrary loan. Books that were published within the last year will automatically be considered a purchase request.

Please note that it may take up to **6 weeks or longer** to receive an item.

Interlibrary loan items are subject to the **borrowing terms of the lending library**. Due dates and renewals are determined by the lending library's policies, not the policies of Greenfield Public Library. **Late fees** may be assessed to the patron if an item is not renewed or returned by the due date noted on the item. Failure to return items in a timely manner may result in restrictions to interlibrary loan borrowing privileges.

Title: _____

Author/Artist Name: _____

Publication Date: _____ ISBN: _____

Age (circle one): Adult Teen Juvenile

Preferred Format (circle one): Book Large Print Audiobook EBook EAudiobook