

Lewistown Carnegie Public Library

Collection Development Policy

Collection Development Responsibility

Ultimate responsibility for collection development at the Lewistown Carnegie Public Library is given to the head staff. The adult librarian has the authority to develop the adult section of the library including but not limited to fiction, nonfiction, large print, audio books, periodicals, newspapers, and dvds. The children's librarian has the authority to develop the children's section of the library including but not limited to board books, picture books, chapter readers, middle school fiction and nonfiction, and young adult fiction and nonfiction.

Selection Criteria

Library staff will utilize professional judgment and expertise in making collection development decisions, including decisions about choosing titles, identifying quantities for purchase, and selecting locations for materials. Anticipated demand, community interest, strengths and weaknesses of the existing collection, system-wide availability, physical space limitations, and available budget are all factors taken into consideration. Materials will be acquired in multiple formats when appropriate, including print, audiovisual, and digital resources.

Censorship

Material selection and material censorship differ in the following manner:

Selection is governed by economics, physical limitations, format, and the general demand for a topic in the district. Censorship is the limiting of resources based on the subject, topic, and/or idea. Materials shall not be removed from the library shelf due to disapproval of a subject, topic, and or/idea. If it is determined that there is a lack of material representing a viewpoint, head staff will determine what is needed to balance out the library collection. The Lewistown Carnegie Public Library district accepts and endorses the American Library Association's Freedom to Read Statement, the Library Bill of Rights, and the Freedom to View.

Gifts

The Library will accept gifts of materials for the collection using the same criteria that are applied to purchased materials. Not all gifts are added to the collection. Gift materials not

added to the collection are not returned to the donor. The library retains unconditional ownership of the gift. Unused gifts will be distributed at the director's discretion. The Library does not place value on gifts nor provide an appraisal for income tax or any other purpose.

Collection Evaluation and Maintenance

Once materials have been added to the Library's collection, they are managed through an assessment and evaluation process to ensure that ongoing collection priorities are met; that collections remain up-to-date, balanced, and attractive; and that space limitations are minimized. This process identifies items for replacement or de-selection. De-selected items will be distributed at the director's discretion.

Approved 5/19/2014

Reviewed 4/16/2018