

COLLECTION DEVELOPMENT POLICY

Mission Statement

At the Green Free Library – Spark Curiosity, Ignite Discovery.

Selection Overview

The Green Free Library (GFL) will make available a wide variety of print and non-print materials that improve, change, enrich, and provide enjoyment even if the materials do not have interminable relevancy or value.

- The collection is not archival and is continuously reviewed to make the best use of space and to remain relevant.
- The collection will reflect a variety of opinions (minority and majority) on a subject.
- The collection will meet the needs of a broad range of people while paying special attention to local concerns and interests.

Selection Criteria

The selection of materials, include but are not limited to the following:

- Appropriateness and effectiveness of format.
- Suitability of subject, style, and reading level for intended audience.
- Attention given to critics, reviews, public opinion, and professional selection aids.
- Present and potential relevance to community needs.
- Importance as a document of the times (publication date).
- Reputation and/or significance of author, producer, or publisher.
- Prize or honor received.
- Literary merit.
- Price.
- Potential relevance to community needs and interests.
- Sustained interest and entertainment.
- Relation to existing collection and other materials on the subject.
- Demand or request for materials.
- Support educational, civic, cultural, and recreational activities within the community.

Responsibility for Selection

Final selection of materials is the responsibility of the Library Director who oversees the entire process of collection development and delegates the authority and responsibility to the staff to be selectors, to make day-to-day decisions, to interpret the policy, and to work within the framework of policies determined by the GFL Board of Directors.

Patron requests

Patrons of the library may request specific titles to be considered for the collection. In most cases the request will be granted. However, if the item does not meet the general criteria, the selector reserves the right to reject the request.

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Evaluation, Weeding, and Maintenance

In order to sustain a relevant collection of resources, the collection must be maintained by evaluating what has been obtained and withdrawing items no longer of value.

Materials are regularly withdrawn from the collection by the library staff for the following reasons:

- Circulation statistics
- Last use vs. date added
- Physical condition of the item
- Accuracy of information
- Publication date
- Duplicates
- Community interests
- Value to the collection has decreased

Items pertaining to local history may be an exception to these conditions.

Withdrawn items may be sold at a modest price in the library's bookstore and/or at the yearly book sales, with all proceeds supporting the library.

Censorship and Challenged Materials

A procedure is available to assure that objections or complaints about the Green Free Library's resources are handled in an attentive and consistent manner. Material in the collection will be reconsidered upon completion of a *Request for Reconsideration of Library Materials* form. Whenever censorship is involved, no materials shall be removed from the library except by a unanimous vote of the entire Board of Directors.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries, which make exhibit spaces and meeting rooms available to the public they serve, should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

*Approved by The Green Free Library Board of Directors
October 13, 2014*