



Collection Development Policy

The Collection Development policy of the East Morgan County Library District supports the mission of the District, providing patrons with inspiration, education and recreation. The collection at the East Morgan County Library District purchases a variety of materials and formats to accommodate the needs of the community.

The materials budget will be allocated to fulfill the Library District's collection development goals. Funds will be distributed among the various collections to meet the mission and service goals of the library.

The Library District entrusts the selection, evaluation and removal of materials in its collection to designated staff members. It is understood that such trust is a specific delegation of authority from the Library Director, who retains ultimate responsibility to the Board of Trustees for the overall operation of the Library District.

- Materials added to the collection include print, periodicals, non-print, technology and electronic formats.
- Materials are generally purchased from mainstream publishers and distributors. Exceptions may be made when demand and other selection criteria warrant.
- The vast majority of materials acquired are in English. Spanish and Bi-Lingual titles are also purchased.
- The District collection provides materials reflecting a variety of viewpoints, as availability allows. The collection may contain original, critical and different ideas which may not appeal to all patrons. The inclusion of an item is not to be considered an endorsement by the library. The District supports free and open access to information and ideas as stated in the Library Bill of Rights, the Freedom to Read and the Freedom to View policies of the American Library Association.
- A formal process has been developed to assure that requests for reconsideration of library materials are handled in a consistent manner (Please see the policy "Patron Request for Reconsideration of Materials").
- Parents or legal guardians are responsible for monitoring materials used by their children. Selection decisions for the adult collection are not influenced by the possibility that materials may be accessible to minors.

Collection Development and Management Criteria

To build a collection of merit, materials are evaluated according to one or more of the following criteria. An item need not meet all of these criteria in order to be acceptable.

General Criteria:

- Present and potential relevance to community needs
- Suitability of physical form for library use
- Suitability of subject and style for intended audience
- Importance as a document of the times
- Relation to the existing collection
- Relation to other material on the subject
- Attention by critics and reviewers



- Cost
- Potential user appeal
- Requests by the public

Selection tools for materials include, but are not limited to, professional review journals and publishers catalogs. Reviews from local and regional newspapers and other periodicals will be considered.

The Library District encourages input from the community concerning the library collection. All suggestions for purchase are subject to the same selection criteria as other materials and are not automatically added to the collection.

If the title the patron is requesting fits with our selection criteria and is available for purchase, a copy will be added to the collection and a hold placed on the item for the patron. If we are unable to purchase the title, we will submit a request for Interlibrary Loan so that we can borrow the title from another library for the patron. The Library District will notify patrons of any title that we are unable to purchase or obtain through Interlibrary Loan.

Materials for De-Selection or Weeding

The Library District is committed to ongoing analysis and review of the demand for and adequacy of its collection. The Library District supports the continuous removal from the collection of any materials that no longer serve the needs of the community.

The following criteria may be used for weeding (an item does not need to meet all these criteria in order to be pulled from the collection):

- Material in poor physical condition
- Outdated or inaccurate material
- Material superseded by newer or revised editions
- Duplicate materials
- Lack of demand

Decisions to keep specific titles may be based on the following exceptions:

- Local author or topic
- Subject matter is unique and out of print

Individual subject areas may have more specific criteria for weeding. Professional publications from the State Library or the American Library Association will be used by staff when possible to determine current trends in collection maintenance.

Items removed from the collection will be sold, donated or disposed of appropriately.

Periodicals are kept for approximately 12 months (9 months for weekly issues). All discarded magazines are made available to the public to take at no cost.

Approved: August 2002
Reviewed: December 2009

**Combined: Collection Development Policy, Materials Selection Criteria and De-Selection of Materials, Policy
Regarding Periodicals Policies: August 2016**