

COLLECTION DEVELOPMENT POLICY

Introduction

The purpose of the Superior District Library Collection Development Policy is to guide librarians and to inform the public about the principles upon which material selections are made.

“*Material*” includes: books, magazines, newspapers, pamphlets, video recordings, sound recordings, and other forms of media.

“*Selection*” refers to the decision made either to add a given title to the collection or to retain one already in the collection.

Responsibilities

Final responsibility for materials selection, as for all District activities, rests with the District Director who administers under the authority of the Board of Trustees. The selection of materials will be made by designated personnel at each library.

Criteria for Selection

All library selections and acquisitions are made in terms of the following standards:

General Criteria (not in priority order)

- Insight into human and social conditions
- Scarcity of information in the subject area
- Timeliness or permanent value
- Suitability of subject and style for intended audience
- Present and potential relevance to community needs and interests
- Attention of critics and reviewers
- Price
- Format

Specific Criteria for Works of Non-Fiction

- Authority
- Comprehensiveness and depth of treatment
- Clarity, accuracy and logic of presentation
- Statement of challenging or original point of view

Specific Criteria for Fiction

- Representation of significant literary or social trends
- Vitality and originality
- Artistic presentation
- Authenticity of historical, regional or social setting
- Sustained interest and entertainment

The selection of any material should not be construed as an endorsement by the Superior

District Library of the views contained within.

Aids to Selection

Review sources used may include:

Reviews from professional periodicals

Reviews from publishers' catalogs

Online review sources generally recognized as providing quality reviews

CHILDREN'S MATERIALS

Special attention needs to be given to providing attractive materials of high interest to develop the child's ability and eagerness to learn and grow through the use of various media. Occasionally, this may mean that certain items will be added to the collection not meeting the highest literary or artistic standards, although such items will be kept to a minimum.

DIGITAL MATERIALS

Through participation in consortia and purchased databases the Superior District Library offers card holders the ability to download a variety of materials that can be viewed, read, listened to on computers and wireless devices. Titles of downloadable materials vary according to publisher and provider.

PERIODICALS

Periodicals are part of a balanced library collection. The Superior District Library will purchase appropriate titles for the periodical collection.

Titles will be selected by designated staff, to provide a varied collection. Whenever possible a balance of viewpoints will be maintained.

Gift subscriptions are welcome. Gift subscriptions of any type will be accepted only at the discretion of each Library. The donor should be prepared to continue the subscription for three years. Each individual Library should be notified prior to ordering/receiving. If there is no notification, the Library accepts no responsibility for keeping the periodical.

REFERENCE SELECTION

The selection policy for reference materials is similar to the materials selection policy for the Superior District Library in general.

The goal of the Reference Department is to acquire and make available to all patrons, resource materials that will meet informational needs.

Each Library will purchase the best reference materials available, within the limitations of space and budget.

Although the Superior District Library may not have reference works in foreign languages or highly specialized works, each Library will maintain an adequate and suitable collection of reference materials and resources to be consulted or referred to for accurate information. Such materials may be borrowed from other libraries as requested if available for loan.

Each Library will attempt to add materials of local/regional, historical, and genealogical interest for research purposes.

Reference selection sources:

Reviews from professional periodicals

Reviews from publishers' catalogs

Online review sources generally recognized as providing quality reviews

OTHER CONSIDERATIONS

Textbooks

Textbooks are purchased only when no other source of information is available or when they represent the best information source available.

Duplication

The Superior District Library does not have the budgetary resources to buy multiple copies of every title it owns. Each Library has discretion on whether it will purchase or lease multiple copies of high-demand materials when warranted and based on budgetary resources. Additional copies of materials may be purchased at the discretion of each Library

Re-evaluation and Discard

All materials are subject to re-evaluation and discard. This includes out-dated non-fiction and once popular fiction no longer in demand. Among those attributes considered will be physical condition, number of copies available, use, adequate coverage in the field, and availability of similar material.

When materials are withdrawn they may be offered to the general public.

Gifts

Unconditional gifts and memorials are accepted without commitments as to their final disposition. The same criteria used to select purchased materials applies to gifts. Each Library will attempt to dispose to the best advantage all gift materials not retained.

Each Library will provide, upon request, a receipt showing the date and number of materials donated, by format, but will not undertake an appraisal of the items for tax purposes. [See also Gift, Donation and Memorial Policy]

Replacements

While Superior District Library attempts to have copies of standard and important works, it does not automatically replace all materials withdrawn. The same criteria that applies to original selection will apply to replacements.

Students

While the collection contains materials on a variety of subjects aimed at all reading levels, the District does not make any attempt to become curriculum oriented, to provide multiple copies of single titles, or to duplicate subject materials for class assignments.

School libraries should be considered the primary source for obtaining materials for school assignments. Consideration will be given, however, to materials for people engaged in independent study. Interlibrary Loan services are available to help meet these needs.

EXCLUSION OF MATERIALS

The Superior District Library recognizes that some materials are controversial in nature and may offend some patrons. However, disapproval of an item by an individual or group should not be the means by which that item is denied to all individuals or groups.

Materials which present an honest and realistic picture of social problems or some aspect of life are not excluded because of frankness, language or description.

Library materials are not marked or labeled to indicate approval or disapproval of their content.

The Superior District Library supports the American Library Association's "Library Bill of Rights", the "Freedom to Read Statement", and the "Freedom to View Statement", all of which are included as exhibits of this policy.

CHALLENGED MATERIALS

If a patron questions the appropriateness of an item, it will be documented on a "Request for Reconsideration of Materials" form (sample is attached) and signed by the patron challenging the item. The item will be examined by designated staff member(s). The patron will be notified in writing by the Superior District Library Director and given the reasons for the decision. If the patron wishes to pursue the matter, he/she may request to be placed on the Board of Trustees agenda whose decision will be final.

SPECIALIZED COLLECTIONS

Law

The purchase of law materials for the professional lawyer is beyond the scope of the

Superior District Library. Each Library will consider for purchase, materials for the layperson which are authoritative, up-to-date and understandable, on coping with everyday legal matters for the layperson.

Medicine

The purchase of medical materials for the professional doctor, dentist, psychiatrist, etc. is beyond the scope of the Superior District Library. Each Library will consider for purchase, materials for the layperson which are authoritative, up-to-date, and understandable on health, hygiene and common diseases.

Sex

The Superior District Library has a responsibility to obtain materials suitable for the layperson with various educational backgrounds. Considered are the needs of the parents, teachers, clergy, social workers, adolescents, children, and those married or about to be. Materials are selected based upon accuracy, simplicity and dignity of presentation.

Religion

As an unbiased institution, the District's collection will be broad and tolerant.

Local Works

Special consideration will be given to works by local authors and artists.

Special Collections

The specific mission for Special Collections in any of the Superior District Libraries is to:
Provide access to, security for, and preservation of each Library's Special Collection Area of Interest materials; and,
Collaborate in Rare Books collection development.

Materials are added to the collection through donations or limited purchase of appropriate materials. This policy is very limited in scope, and generally should not be applied to traditionally published book materials. Each Library may seek duplicate copies for the open stacks if the copies shelved in the Special Collections are in demand.

Adding to Special Collections is not an active priority. The libraries rely on unsolicited donations for the most part. Each library accepts rare items as gifts, but actively seeks only those items germane to the local or regional areas covered by each Library's Special Collection area of interest.

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