
Library Board

Monday, August 15, 2016

Regular Meeting

Item E1

Approval of Revision to Collection Development Policy

The proposed changes clarify existing practice related to:

** the supplemental role of cash or in-kind contributions through the Grand Island Public Library Foundation*

** disposition of discarded materials including provision to the Grand Island Public Library Friends Group for their book sale*

** that unless expressly solicited by the library, monetary gifts to the library for memorials or donations are accepted through the Grand Island Public Library Foundation*

Staff Contact:



Collection Development Policy (Materials Selection)

Revised ~~August 11, 2003~~ August 15, 2016

Purpose Of The Library In Collection Development Activities

In keeping with this library's mission statement, the purpose of the Edith Abbott Memorial Library is to provide information, serve leisure needs, contribute to education, encourage the development of reading skills and habits, develop an educated workforce and society, and further democratic traditions. Although emphasis is placed on reading materials, the library provides a variety of communication formats.

The library is supported primarily by the taxpayers of the City of Grand Island ~~and Hall County~~ and ~~by voluntary contributions to~~ supplemented by cash or in-kind contributions through the Grand Island Public Library Foundation, Inc.; and its materials are made available to residents of all ages on an equal basis. It provides a broad range of general interest materials, offering access to a variety of points of view on topics of current significance and long-term value. A balance is maintained between informational and leisure materials, popular works and those of lasting value.

In order to use tax dollars effectively, the library attempts to minimize overlap with other publicly accessible libraries and resources.

Principles

In selecting materials, the library is guided by the American Library Association's Library Bill of Rights and the principles outlined in the Freedom to Read and Freedom to View statements of the American Library Association (attached).

The library attempts to meet the needs of the total community, recognizing that some materials may be viewed as controversial by individual citizens. It is the responsibility of the individual library user to select those materials which suit his/her tastes. Supervising the use of library materials is the responsibility of the parent or guardian, not of the library staff.

Library materials are not marked or identified to show approval or disapproval of the contents, and no materials are sequestered, except for the purpose of protecting them from injury or theft.

Authority

Final responsibility for materials selection rests with the Library Director who operates within the frame-work of policies determined by the Library Board of Trustees. The Director may delegate this authority to staff members in

their various areas of responsibility. In the event of a formal request for reconsideration of materials, the ultimate decision rests with the Library Board.

Criteria For Selection

Materials must be considered in terms of their own merit and intended audience. A variety of aids are considered prior to selection, including standard review sources, bibliographies, publishers' catalogs, direct examination, and patron requests. All selections must meet at least some of the following criteria to be considered for selection:

1. Needs and interests of the library's users and anticipated users.
2. Value of the material for information, recreation, or education.
3. Contemporary significance or permanent value.
4. Accuracy.
5. Authority of author.
6. Relation of work to existing collection and balance of viewpoints expressed in the collection.
7. Price, format, and ease of use.
8. Scarcity of information in subject area.
9. Availability of material elsewhere in the community.
10. Popular demand.
11. Artistic excellence.
12. Vitality and originality of thought.

Scope

The library attempts to fulfill most of the information needs of the community, but it is not an in-depth research library. Textbooks are the province of school libraries and are included in the collection only when the best current information on a topic cannot be found elsewhere.

Duplicate copies are provided based on staff assessment of current and future needs and space and budget limitations.

Collection Maintenance

To maintain a useful and attractive collection, materials may be repaired or rebound; or removed from the library when they become badly worn or damaged, out-of-date, or unused. Final responsibility for removal of these materials, and the manner of disposition [including provision to the Grand Island Public Library Friends Group for their book sale](#), rests with the Library Director. The Director may delegate this authority to staff members in their various areas of responsibility.

Replacements of specific items are made where the materials are of continuing interest. General collection development to replenish subject and interest areas is undertaken in accordance with the selection criteria stated in this policy.

Gifts Of Materials; Memorials and Donations

A. Gift materials are subject to the same selection principles which govern purchased materials.

The Library retains unconditional ownership of gifts, with the following exception. Donors may request that

materials not added to the collection be held for them to retrieve, providing that they attach notice of such on each potential gift, along with their name and telephone number in order to be notified.

Final responsibility for use, condition of display, housing, access to, or disposition of such gifts rests with the Library Director. The Director may delegate this authority to staff members in their various areas of responsibility. Gifts not added to the library collection will be provided to the Grand Island Public Library Friends Group for their book sale.

An acknowledgment letter will be sent to the donor upon request. Appraisal of gifts for tax purposes is to be the responsibility of the donor, however.

B. Unless expressly solicited by the library, ~~M~~monetary gifts to the library for memorials or donations are accepted through the Grand Island Public Library Foundation. Conditional gifts require Foundation Board approval.

Requests for specific titles or subjects are subject to the same principles which govern other purchased materials. Every attempt will be made to accommodate donors' wishes. However, final responsibility for selections of materials with such gifts, as well as condition of display, housing, access to, or eventual disposition rests with the Library Director. The Director may delegate this authority to staff members in their various areas of responsibility.

Acknowledgments will be sent to the donor and appropriate memorial or Foundation plaques attached to items when purchased.

The proceeds from memorials and small monetary gifts will be spent in a timely manner. Larger gifts may be added to the principal of the Foundation, with accumulated interest used for periodic purchases of materials or items of use to the library; or if the donor requests, for use of the entire gift for timely purchases of materials or items.

Requests For Reconsideration

Library users wishing to have specific items removed from the collection should use a Request for Reconsideration form, which may be obtained by contacting the Library Director. Upon completion of this form, and return to the Library Director, the request will be considered by the Board of Trustees.

In keeping with the Library Bill of Rights, this policy is guided by the following interpretation, which has been adopted by the American Library Association: "Challenged materials which meet the criteria for selection in the materials selection policy of the library should not be removed under any legal or extra-legal pressure."

Supportive documents such as the Library Bill of Rights can be found in the Appendix.