

# Collection Development Policy

## **Mission Statement**

The mission of the Lenox Township Library is to serve the community by providing informational, cultural, educational, and leisure resources in various media recognizing the diversity of tastes, interests, and backgrounds of the community.

## **Purpose**

The purpose of the collection development policy is to offer guidelines for the selection and addition of materials to the library collection as well as for its maintenance over time. These guidelines align directly with the principles set forth in the mission statement and reflect the needs of an ever-changing and growing community.

## **Philosophy and Scope of the Collection**

The library purchases materials on a breadth of topics with diverse array of viewpoints to serve the educational and recreational needs of all members of the community, regardless of origin, age, background, or views. Materials added to the collection include a range of formats from print and electronic to aid in the accessibility of information.

The Library upholds the right of the individual to access information, even though the content may be controversial, unorthodox, or unacceptable to others. The use of library materials is left to the discretion of the user, or the user's parent(s) or guardian(s) in the case of minors. The Lenox Township Library recognizes the right of parents or guardians to oversee the materials consumed by their minor child and do not intrude on those rights.

## **Selection Criteria**

Item selections are made by staff professionals with educational training in collection development. All selections are approved by the Library Director prior to their addition to the collection and a list of titles added to the collection is provided to the Library Board of Trustees on a monthly basis. The following criteria are used to make selections:

- Popularity and public demand
- Name recognition and reputation of the author, publisher, etc.
- Status as best sellers and award winners
- Current or historical relevance of the author or subject
- Professional reviews in notable publications
- Relationship to existing materials in collection
- Cost within the context of the materials budget
- Space to house the title on the shelves

### **Suggestions for Purchase**

The library accepts and encourages suggestions on potential additions to the collection from residents of our service area. Titles that are suggested are considered using the criteria listed in the 'Selection Criteria' section of the policy.

### **Donations**

The library accepts donations of print and audiovisual materials from the public on a case by case basis. The library also maintains the right to decline any and all donations. The physical condition and quality of the items, the cost of processing and the availability of shelving space are all factors in determining the acceptance of donations. The Library Director makes all final decisions regarding the acceptance of donations.

### **Withdrawal**

Collection maintenance is a critical part of offering access to information. The library maintains its existing collection through weeding and withdrawal practices that keep materials up-to-date, accurate, and useful as the needs of the community change. The library disposes of materials that have been withdrawn according to the criteria:

- Poor physical condition
- Relevance to the needs and interest of the community
- Current demand and frequency of use
- Accuracy and timeliness
- Availability elsewhere including other libraries and online

A list of titles removed from the collection is provided to the Library Board of Trustees on a monthly basis.

### **Reconsideration**

Any resident who has an objection to materials on the shelf and would like for materials to be reviewed will need to fill out a Reconsideration of Materials form. Forms can be obtained at the front desk of the library during normal business hours. The completed form and the materials in question will be reviewed by the Library Director and Library Board of Trustees and a response will be issued within 30 days of the filing of the document.

*Approved 11/19/21*

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