

Collection Development Policy

Objectives

The purpose of the Hawkins Memorial Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure and the creative use of leisure time.

Because of the volume of publishing as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.

The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The *Library Bill of Rights* and *The Freedom to Read Statement* have been endorsed by the Hawkins Memorial Library Board of Trustees and are integral parts of the policy.

The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Hawkins Memorial Library Board of Trustees. This responsibility may be shared with other members of the library staff, however, because the director must be available to answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

Sources for Selection

Reviews in library and publishing industry periodicals are sources for materials selection. Reputable bibliographies, booklists by recognized authorities, and the advice of competent individuals and/or entities in specific subject areas also are used. Suggestions from library staff and the general public are considered, as well.

Criteria for Selection

The main points considered in the selection of materials are:

1. Individual merit of each item
2. Popular appeal/demand

3. Suitability of material for the clientele
4. Suggestions from library staff and the general public
5. Existing library holdings
6. Budgetary limitations

In selecting fiction, it will be the library's goal to provide items which meet the needs of users of varied backgrounds, reading tastes, and interests.

It is the library's goal to build a balanced collection composed of materials of current popular interest as well as materials of permanent worth. Popular demand is a significant basis for selection. Conversely, many great works of scholarship and literature are keystones of modern knowledge and culture but may not necessarily be high demand items. It is the library's policy to select popular demand items as well as materials of permanent value, regardless of whether or not they will be widely used.

Materials for Children and Teens

As a rule, the children's collection contains materials best suited to the abilities and interests of library users from birth through grade 6, while teen materials are those best suited to the abilities and interests of library users from grade 7 through 12.

Children's and teen materials will be selected with the same care and judgment and following the same criteria as are adult materials.

Providing textbooks is the responsibility of the schools. The library's role is to provide supplementary materials to enrich the resources available to students and teachers through the educational system.

Gifts and Donations

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the director can dispose of them as he/she sees fit. The same criteria of selection which are applied to purchase materials are applied to gifts. Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. Specific memorial books can be ordered for the library on request of a patron if the request meets the criteria established by the Library Board. It is desirable for gifts of or for specific titles to be offered after consultation with the library director. Book selection will be made by the director if no specific book is requested. Hawkins Memorial Library encourages and appreciated gifts and donations.

Weeding

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

Potential Problems

Hawkins Memorial Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for the reading of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

Challenged Materials

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that materials be withdrawn from, or restricted within, the collection may complete a "Citizen Request for Reconsideration of Library Materials" form, which is available in the library. The inquiry will be placed on the agenda of the next meeting of the Hawkins Memorial Library Board of Trustees.

Approved 2006

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