

## **VIII. COLLECTION DEVELOPMENT POLICY**

The Community Library's major goal in collection development is the provision of informational, educational and recreational needs of the community. The end result will be a well-balanced collection within the limits of budgetary restrictions.

### **A. Selection**

The Library Director and staff have the full authority to select materials for the collection. They utilize professional judgment built on knowledge of authors, publishers, and community needs, aided by professional reviews, journals and bibliographic essays prepared by subject specialists. Recommendations from the public are encouraged and given careful consideration.

### **B. Inter-Library Loan**

The collection of the Community Library is limited by space and resources, however there is a statewide system of inter-library loan (ILL) that allows Library staff to borrow requested materials from other libraries to meet individual interests. Library staff use their professional judgment to determine which requests will be purchased and which will be borrowed. Based on the ILL policies of the VT Department of Libraries, no fees will be charged for this service.

### **C. Weeding**

Weeding is a continuous, on-going process. The Library Director and staff have full authority to weed the collection. Staff utilize professional judgment built on knowledge of authors, publishers, and community needs, aided by professional reviews, journals and bibliographic essays prepared by subject specialists. Outdated, obsolete, seldom used or worn items will be removed from the collection at staff discretion.

### **D. Gifts**

The standards of selection that govern purchases also apply to gifts (see A. above). The Library Director may establish additional criteria to be used by Library staff in accepting gifted materials, such as the items' condition or publication date, availability of storage space, and other factors. Once donations are accepted by staff, items become the property of the Library and may be given to other libraries and non-profit agencies (including the Friends of the Library), sold, traded or discarded if not used in the collection. Donated items will not be returned to the donor and the Library will not accept any item that is not an outright gift. The Library will provide a form for donors to fill out for tax purposes, however, the Library cannot provide an appraisal or value for the donated items.

Donations of new items may be used for special recognition or as memorials at the discretion of the Library Director.

Monetary gifts given without restriction may be accepted for staff to purchase materials. Monetary gifts offered with specific restrictions will be reviewed by the Library Director and the Board of Trustees as needed.

#### **E. Reconsideration of Materials**

The Library supports and adheres to the American Library Association's Freedom to Read and View Statements. Nonetheless, from time to time, Community Library patrons may raise objections to materials in the Library's collection. The Library has adopted a procedure for the reconsideration of materials. Patrons challenging materials will be apprised of this procedure and must follow it. See Appendices 4-6.