

COLLECTION DEVELOPMENT

Purpose: To guide the librarians and to inform the public about the principles upon which selections are made.

Reviewed/Revised: May 2017, December 2022

Related Documents: Book donation receipt form, Request for Reconsideration of Library Material form, American Library Association's "Library Bill of Rights" and "Freedom to Read" statements.

SELECTION OF MATERIALS

The library's collection development standards are protected by the First Amendment to the Constitution and follow the American Library Association's "Freedom to Read" statement as a general guideline for material selection. Selection of materials also uses the ALA's Library Bill of Rights as follows:

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Specific Selection Guidelines

Recommendation for purchases

The Library welcomes suggestions for purchase from community members. A reliable review or staff research on the item will generally be conducted before a decision is made to purchase the material for the Library collection. Materials not of general interest, especially materials not recently published, may not be added to the collection although library staff will strive to acquire the material on loan upon request.

Mix of materials

The Library recognizes an obligation to make available a wide variety of materials for general education, recreation, culture and information.

Subject completeness

In order to maximize the materials budget, the Library will typically not acquire all materials on any given subject; instead the Library will seek to provide access to those materials not selected for the collection through interlibrary loan as needed.

Research materials

The Library, in cooperation with other library organizations, provides a number of access points for research, including both print and electronic materials.

General interest

Materials, including textbooks, legal texts, and medical books that serve the interest of the general public, may be purchased.

Professional judgment

In applying professional judgment to selection, Library staff will follow these best practices:

- Handle all requests equitably;
- Understand and respond to community demographics and needs, as well as the societal and technological environment;
- Recognize that materials of varying complexity and format are necessary to serve all members of the community;
- Anticipated approval or disapproval by persons or groups will not determine selection;
- Balance individual and community needs;
- Seek continuous improvement through ongoing measurement.

GIFTS AND DONATIONS

Gifts of books and other materials are accepted, but without commitment as to final disposition and with the understanding that they are not necessarily to be added to the collection. The same criteria used for the selection of other materials will be used in evaluating gift materials. The library reserves the right to reject any donations based on condition or desirability of materials.

Receipts for income tax purposes indicating the number of items and the date of the donation may be given by the library staff when requested. The library cannot assign a value to these items.

Money donated for the purchase of library materials or equipment will be acknowledged by a letter of thanks. The library encourages donors to place as few restrictions as possible on funds in order to permit the most flexible use of donations for the enrichment of the collection. Funds may only be restricted upon approval of the Library Board of Trustees.

The Library Board and/or City Council have the final responsibility for approval of all donated materials and funds.

WITHDRAWAL OF MATERIALS

Materials are routinely withdrawn from the collection to maintain the collection's usefulness, currency, and relevance and to provide space for new Library materials or other uses. Withdrawn materials may be sold or otherwise disposed of as permitted by law.

RECONSIDERATION OF MATERIALS

The Library Board recognizes that a patron may have a concern regarding materials in the collection. In those cases, a patron may request reconsideration of an item. A patron who resides in the City of Zumbrota or resides in any municipality that directly funds the library through taxation (primarily rural Goodhue & Wabasha Counties) who has concerns with Library materials may complete a "Request for Reconsideration of Library Material" form to which the Library Director will provide a response within 10 business days. A complaint will not result in immediate removal of that item.

In the event a patron is not satisfied with the decision of the Library Director, the patron may request to appear before the Library Board to present the patron's concerns at a regularly scheduled meeting. The Library Board will consider the patron's concerns along with the Director's rationale and render its decision. The patron will be provided with notification of the decision and the decision will be entered into the Library Board minutes.