

Table of Contents

- I. Mission Statement
 - II. Goals
 - III. Purpose of Collection Development Policy
 - IV. Responsibility for Collection Development
 - V. Selection Criteria
 - VI. Gifts
 - VII. Comments and Criticism of the Collection
 - VIII. Access
 - IX. Withdrawing Materials
- Appendix A. The Freedom to Read Statement
Appendix B. Library Bill of Rights
Appendix C. Request for Reconsideration of Materials

I. Mission Statement

The Lenox Public Library offers welcoming physical and virtual environments which encourage lifelong literacy development and support creative expression.

II. Goals

Visit a comfortable place
Support lifelong literacy
Express creativity

III. Purpose of Collection Development Policy

This policy is a guide for library staff in their selection decisions and a source of information for the public about how materials are selected and the collection developed.

IV. Responsibility for Collection Development

The responsibility for materials selection and the development of the library collection rests with the Library Director, who works under the authority of and the policies determined by the Board of Trustees.

The Lenox Public Library supports both *The Freedom to Read* statement by the American Library Association and the Association of American Publishers, and the American Library Association's *Library Bill of Rights*. These documents are appendix A and B.

Community and individual participation in collection development are encouraged and given serious consideration.

V. Selection Criteria

In general, items selected should be useful to the community, and should be representative of the best materials available. The following general criteria should be considered during the selection process:

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- Content
 - Accuracy of the information
 - Comprehensiveness
 - Enduring significance or interest
 - Integrity
 - Purpose
 - Quality of construction
 - Representation of controversial or diverse points of view
- Cost in relation to use and / or enhancement to the collection
- Critical reviews
- Accessible Format
- Public appeal or community interest
- Relationship to the existing collection
- Availability of the same or similar materials in the local area
- Respected authorship
- Suitability of the subject and style for intended audience
- Support of library programs and initiatives
- Timeliness

Each item is evaluated according to its merit. The library will not discriminate in its material selection regarding race, creed, sex, political or religious views. The library will provide materials presenting all points of view.

Books for children and other material expressly purchased for children are selected to provide reading for reading's sake and to provide information of interest to children of varied fields of knowledge. Selection based on demand or need is practiced in acquiring children's materials.

- Easy/Easy Reader materials are intended to serve the needs and interest of pre-school age children and beginning readers. They are marked with an "E" before the call number. These materials are intended to foster an enjoyment and appreciation of reading and being read to for young children.
- Juvenile materials are selected for children from the third grade through the sixth grade. These materials are marked with a "J" before the call number. They should provide ample resources for reading for pleasure and information. They should be suited to a wide variety of interest for this age level. Special attention should be given to features which appeal to young readers: reading and comprehension level, illustrations, type and format.
- The young adult materials are intended to serve patrons between the ages of 12 and 18 (i.e., junior high and high school age). These materials are marked with a "Y" before the call number. These materials should entice and encourage young and often reluctant readers, increasing their sense of enjoyment in reading. Special attention is given to materials of particular interest to this group, including teenage stories of adolescence and growing to maturity. Young adults are encouraged to use the adult non-fiction collection.

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The adult book collection is mainly developed through the selection of materials based on demand, need, and information. Price, accuracy, and timeliness are other factors influencing selection.

- The fiction collection is intended to meet the needs and interest of readers with widely differing tastes, interests, and reading levels. The collection includes representative novels, short stories, and light fiction of past and present, including character studies, biographical, psychological, and historical novels, humor and satire, mystery, suspense, westerns, science fiction, fantasy, and so forth.
- The library's non-fiction collection is intended to serve a wide variety of interests and a diversified clientele. Books of high current interest which may be of only temporary use in the collection, are purchased if their timeliness gives them relevance and importance. Likewise, books of potential or long-range usefulness, for which current demand is low, may be included.
- The library will seek to acquire and maintain any item(s) of local history. This includes any item about the area or including information of local interest as well as any item written and produced by individuals or groups from the Taylor County area. The collection and preservation of local history material is generally confined to the printed word. The library does not attempt to include artifacts as part of the collection.
- DVD's will be purchased as funds permit. DVDs are added to the library's collection in a manner consistent with patron demand and budget constraints. Selection of titles for the collection is made by the Library Director with input from the public.
- Periodicals are added to the collection on the basis of need and demand. Prime consideration is given to periodicals that fill a particular void in the library's collection of information. All current issues will be put on display. The Director will decide which magazines will be kept for reference.
- Newspapers are an important source of information and news. The library attempts to provide a balanced viewpoint with a variety of titles. The subscription to the Lenox Time Table will be maintained. Other subscriptions will be added as budget allows. The Library keeps copies of the Lenox Time Table dated from 1910.

VI. Gifts

The library accepts gifts of materials for the collection using the same criteria that are applied to purchased materials. Decisions regarding the final disposition of gifts are the responsibility of staff using the following guidelines:

- Not all gifts are added to the collection. Gift materials not added to the collection are not returned to the donor.
- The Library retains unconditional ownership of the gift. The moment a staff member accepts a donation, it becomes public property subject to legal restrictions regarding its disposition.
- The Library reserves the right to decide the conditions of display, housing and access to the materials.
- Gifts added to the collection are housed in the most appropriate location, determined by evaluating staff.

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- Unused gifts may be sold, donated to another government agency, recycled or thrown away as determined by the Director.
- The Library does not place a value on gifts, nor provide appraisals for income tax or any other purpose.

The Library is pleased to accept monetary gifts intended for the purchase of library materials when the donor's intentions for gifts and the library's collection development objectives are consistent.

When the library receives a cash gift for the purchase of memorial books, equipment, or other materials, the selection will be made by the director in consultation with the donor. The name of the donor and person memorialized will be entered on a book plate.

VII. Comments and Criticism of the Collection

Patrons who wish to object to materials in the library's collection may do so by requesting and completing a "Request for Reconsideration of Materials" (Appendix C) completed "Request for Reconsideration" forms are given to the Library Director and evaluated by the Library Board of Trustees, which will review the request and the challenged material. The Library Board of Trustees will make the final decision and respond in writing to the complaint. Challenged materials will not be removed from the public shelves while awaiting resolution of a request for reconsideration.

VIII. Access

The library does not restrict access to library materials except for the express purpose of protecting material from mutilation and theft. Materials are shelved for the convenience of their general audience and according to shelf space.

The Library makes no attempt to assume the rightful role of parents in monitoring, controlling, or curtailing the reading, listening or viewing behavior of their children. Parents should be interested and involved in their children's utilization of library materials. The Library does not assume responsibility for the possible misuse of information found in the collection by young readers. Children have access to the entire collection.

IX. Withdrawing Materials

A continuous weeding program represents a conscientious effort to keep collections well balanced, up-to-date, and suited to the current needs and interests of the community. Material that is no longer used, worn, damaged or outdated may be removed from the collection. The withdrawn materials are sold, traded, destroyed, or disposed of in any way the Director and Library Board deem appropriate.

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