Collection Development Policy

I.   Philosophy and purpose

Adams Memorial Library provides information to the community on a variety of topics and in a variety of print and nonprint medium. The Library is a reference center for the dispensation of information, a reliable record of the past, and a source of recreational material.

The library builds collections with the following goals:
   a) To effect positive change in the communities we serve
   b) To emphasize truthful and trustworthy information, fighting all forms of disinformation, censorship, and barriers to free inquiry
   c) To contribute to welcoming, inclusive spaces for every patron
   d) To promote literacy
   e) To provide access to a variety of opinions on matters of current interest and encourage freedom of expression
   f) To support educational, civic, and cultural activities within the local community
   g) To encourage continuous learning and to supplement formal study
   h) To support the economic health of our workforce by linking workers with job opportunities, training and career advice; to encourage innovation and entrepreneurship in our communities
   i) To maintain a virtual collection of resources that is accessible twenty-four hours a day, seven days a week
   j) To provide materials that entertain and enhance the individual's enjoyment of life

II.   Selection Policy

The Library builds its collections under the principles set forth in the American Library Association (ALA) Library Bill of Rights and endorses the principles set forth in the ALA Freedom to Read and Freedom to View Statements included in this policy.

Provision will be made for a patron to contest material on our shelves, but the following statements will be adhered to in our selection of items:
   a) Materials are selected for different age and educational levels and will encompass from a range of different racial, ethnic, cultural, economic, religious and political points of view.
   b) In selection, consideration is given to the work as a whole. Materials need not meet all of the later selection criteria, nor are they to be excluded because of:
      1. The author's race, national origin, ancestry, sex, sexual orientation, age, religion, creed, marital status, disability, or medical condition.
      2. Frankness or coarseness of language
      3. Controversial nature of an item, including cover art or illustrations
      4. Endorsement or disapproval of an item by an individual or organization

Because of financial and physical limitations, the library collection must be selective rather than comprehensive in scope. Branch collections are highly selective with a strong focus on popularity, usage, and timeliness.

Non-print material will be selected, in so far as possible, by the same standards as print material.

Our Library of Things (formerly Resource Center) consists of durable, reusable goods for completing tasks, learning skills, or creative making. Library of Things items are selected, in so far as possible, by the same standards as print material.

Materials are purchased in the most appropriate format for Library use. New formats are considered for the collection when industry reports, national survey results and local requests indicate that a significant portion of the community has the necessary technology to make use of the new format. In addition to the standard selection criteria, the following criteria will be considered before adding a new format:
   a) Impact on equipment, staff, storage, and space
   b) Demand for format in community
   c) Compliance with industry standards and specifications
   d) Availability of funding to start and maintain a new format

II. Selection Criteria
The Library Director oversees all aspects of collection development, including budgeting, selection, maintenance, and de-selection. Selections are made by qualified and knowledgeable staff in accordance with the criteria outlined in this policy.

The following criteria are used in our good-faith efforts to judge what may fall inside or outside of the scope of the Library collection. They are intended to be inclusive rather than exclusive and are deliberately flexible. An item need not meet all of the criteria in order to be acceptable.
   a) Current and anticipated needs and interests of the public
   b) Attention of professional critics or reviewers
   c) Attention in the media or from the public
   d) Accuracy, currency and timeliness of content
   e) Authority, reputation, or qualifications of the author, artist, publisher, or producer
   f) Contribution to the diversity and breadth of collection
   g) Importance as a document of the times
   h) Quality of production
   i) Suitability of format for library use; durability
   j) Organization and ease of use; suitability of subject and style for the intended audience
   k) Relationship to the Library's existing collection and other material available on the subject/in the genre
   l) Local or regional interest

m) Inclusion in standard bibliographies, webliographies, or indexes
n) Recognition from well-regarded non-traditional resources
o) Receipt of or nomination for awards or prizes
p) Cost and availability; impact on the materials budget
q) Space limitations

Criteria for Children's and Young Adult materials
Selection of materials for adults is not constrained by possible exposure to children or teenagers. Portions of the collections are *identified* as Young Adult or Children's to assist the community in identifying age-appropriate resources. However, parents, caregivers, and legal guardians have the sole responsibility for minors under their care in determining if an item is suitable for their child's age and development level.

While available to provide guidance on selections, library staff members are not responsible for monitoring a child's use of and selection from library collections.

The Children's Collection is selected with the objective of providing resources that meet the informational, recreational and cultural interests and needs of young people of all reading, listening and viewing levels from ages 0 through 12.

The Young Adult Collection is designed to serve the interests of those aged 12 through 18. The same criteria listed for selection of adult resources apply to young adult resources. The content, style, format, and appeal to young adults are taken into consideration.

These collections are responsive to local school assignments, providing resources which supplement the curriculum and summer reading lists.

Special emphasis is given to resources that encourage a child's joy in reading and being read to; that stimulate the imagination; that develop reading skills; that enable children to learn about the world around them; and that offer a wide range of diversity of representation.

III.   Acquisition Procedures
Potential additions to the collection are researched from sources including but not limited to:
   a) Professional journals such as Library Journal, Booklist, Kirkus, Hornbook, and School Library Journal
   b) Well-regarded best seller lists such as The New York Times, Essence or Billboard magazines
   c) Media tie-ins
   d) Local demand
   e) Award winners

Primary Ordering Agencies
   a) Baker and Taylor
   b) Independent jobbers

c) Commercial bookstores, including online ones
d) Authors directly

IV.   Cataloging and Technical Processing

The Library Director delegates the duty of ethical cataloging to trained staff. The Library will follow current nationally recognized cataloging standards and coding formats. This ensures that records will be compatible with automated union catalogs such as OCLC or ShareIt (formerly Access PA).

The records should be coded to work with current automation software requirements and follow national standards.

The Library will choose automation software that utilizes such national standards for the creation bibliographic records and holdings information that can be displayed to staff and patrons.

V.   Collection Maintenance

Continuous review of library materials in all formats by knowledgeable staff is part of a systematic evaluation process.

Evaluation is based on both direct observation and statistical use data compiled by library staff and/or provided by vendors.

Circulation statistics, turnover rate, reference transactions, and community profiles are examples of the type of information that is gathered as part of this review.

VI.   De-selection

Materials are withdrawn from library collections when the information in the material becomes outdated or obsolete, when the materials are no longer of interest or in demand, or when the condition of the material is damaged beyond repair.

VII.   Reconsideration

The Library will consider the request of a customer or staff member not to add an item, to remove an item from the collections, or to relocate an item elsewhere in the Library.

Persons wishing to submit a request for reconsideration can do so using the Request for Reconsideration of Library Materials Form. After a completed Form has been received, a review committee of at least two librarians and two board members will read or review the questioned material and research reviews and evaluations within professional literature. The consensus analysis of the item and a recommendation for action will be referred to the Director for follow-up action, if necessary.

The Library will not accept reconsideration requests for items previously challenged and reviewed.

Approved by the Board of Directors of Adams Memorial Library on July 19, 2023