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Menlo Public Library Collection Development Policy

Community/Clientele Description

The Menlo Public Library serves the community of Menlo and the surrounding area.

Purpose of Collection:

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

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

Selection Criteria/Procedures, Purchasing, Staff Responsibilities

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Menlo Public Board of Trustees. This responsibility may be shared with other members of 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.

Criteria for Selection;

The main points considered in the selection of materials are:

- Individual merit of each item
- Popular appeal/demand
- Suitability of material for the clientele
- Existing library holdings
- Budget

Reviews are a major source of information about new materials. The primary sources of reviews are The Library Journal and Forecast. These are an example only of some of the resources that will be utilized in making decisions.

The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title, which is in demand. Consideration, is therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

Purchasing;

The selection of materials is the responsibility of the librarian. All librarians should be involved in the selection process.

References:

Freedom to Read

Freedom to View

Library Bill of Rights

The text of these works may be found online.

Withdrawal of Materials:

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, and usefulness and weeding out those that are no longer in demand or useful ensures that there will be room for 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. The staff will follow the guidelines of the Crew Manual regarding the weeding process.

Potential Problems or Challenges:

The Menlo Public 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 (and viewing) of children rests with their parents or legal guardian. 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 the 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 material be withdrawn from or restricted within the collection may complete a “Statement of Concern about Library Resources” form which is available in the library. The inquiry will be placed on the agenda of the next regular meeting of the Menlo Public Library Board of Trustees.

Cataloging and Maintenance:

Processing and shelving of materials shall in no way reflect a value judgement of the materials. There will be no labeling of any item or its catalog cards to indicate its point of view or bias. All materials will be shelved in their proper order on open shelves, freely and easily accessible to

the public, except for documents.

The library assures free access to its holding for all patrons who are free to select or reject for themselves any item in the collection. Individuals or group prejudice about a particular item or type of material in the collection may not preclude its use by others.

Children are not limited to the juvenile collection, although juvenile collections are kept together to facilitate use. Responsibility for a child's reading must rest with the parent or guardian, not with the library.

Maintenance and Replacements:

The library keeps its collection vital and useful by retaining or replacing essential material, and removing on a systematic and continuous basis those works which are worn, outdated, or of little historic significance or no longer in demand.

Gifts and Donations:

The library accepts gifts or 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 for memorial books) will be designated so with a bookplate on the inside of 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 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. The Menlo Public Library encourages and appreciates gifts and donations.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgement of receipt of the items if requested by the donor.