

ELTING MEMORIAL LIBRARY COLLECTION DEVELOPMENT POLICY

GOALS

Mindful of the diverse interests and viewpoints of its patrons, Elting Memorial Library's director and staff, using available ways and means, aim to enrich the Library's collections with care and balance.

STANDARDS FOR SELECTION

The Library evaluates an item being considered for inclusion in the collection by using the following standards, with the understanding that not all standards will apply to a given item and that evaluation is made with regard to the work as a whole and not necessarily to its parts:

1. Timeliness: current general interest on international, national, and local levels, importance as a document of the times, relevance to contemporary issues
2. Permanent value as a standard work
3. Suitability of subject, style, format, and content for the intended audience
4. Relevance to community needs and interests
5. Proven or potential interest or demand
6. Reputation, authority, and qualifications of the author, editor, artist-producer, or publisher
7. Artistic merit
8. Scholarly merit: accuracy and accessibility of content

9. Evaluation by staff, local experts, and the public, and by reviewers in professional journals and popular media
10. Availability of the subject in the existing collection
11. Importance in relation to materials on the same subject in the existing collection
12. Importance in relation to existing areas of coverage in order to maintain a well-balanced collection
13. Importance in order to provide a wide range of points of view on a subject, including points of views that are unique, alternative, experimental, or controversial
14. Availability of the same or similar material in the local area and through the interlibrary loan system
15. Cost in relation to the significance of the material according to the above factors

A book advisory committee selected by the director may serve at his or her discretion to aid in collection development.

SELECTION GUIDELINES

1. The Library does not exclude or remove materials from its collection on the basis of the author's race, national origin, religious beliefs, sexual orientation, political views, or social values.
2. So long as materials meet the standards of selection listed above and are deemed to contribute to the goals of the Library's collection development, the Library does not exclude materials that present extreme points of view; that offer a one-sided representation of opinions, ideas, or events; or that may offend some patrons because of vocabulary or description. Materials recognized as classics are considered acceptable even if they contain passages that are widely viewed as objectionable by current standards

3. The Library does not select, retain, or remove materials on the basis of anticipated approval or disapproval of any group of patrons, but solely on the basis of the standards stated in this policy. Library materials will not be marked or identified to show approval or disapproval of their contents. All patrons will have free access to all materials and no materials will be sequestered (except items that need protection because of rarity, cost, susceptibility to loss, fragility, or unsuitability of format for heavy use).
4. The Library also does not restrict the selection of materials because of the possibility that some minors may obtain materials that their parents or guardians consider inappropriate, nor does it deny minors access to any materials in the collection. The Library does not stand *in loco parentis*; if parents or guardians do not want their children to have access to certain Library materials or services, it is their responsibility *so* to advise their children. The Library has a professional obligation to provide equal access to all Library resources for all Library users.
5. Patrons are free to reject for themselves any materials which do not meet their approval, but this freedom does not include the right to restrict the freedom of others to read and inquire. Please note that selecting or possessing controversial materials by the Library does not imply endorsement of them.
6. The Library has adopted and declared that it will adhere to and support the American Library Association's Library Bill of Rights, Free Access to Libraries for Minors, and the Freedom to Read Statement. The contents of these documents are understood to be part of this policy and are available for review by the Library's patrons.

MATERIALS FOR TEMPORARY USE OR DISPLAY

The Library sometimes accepts collections, works of art, exhibits, and other items for temporary use or display. The Library accepts material offered for loan based on the goals, principles, and standards it applies to its permanent collection and its judgment that the material is of current or general interest to its patrons.

The Library will make reasonable efforts to preserve and protect borrowed materials, but all items are placed at the lender's own risk. The Library assumes no liability for the loss, damage, or theft of any item on loan. The lender may be asked to sign a loan release form before the Library will accept any item for use or display.

Approved February 24, 2016

LIBRARY LOAN RELEASE

I hereby lend the following items to the Elting Memorial Library for the period stated. I release the Library from responsibility for the loss, damage, or destruction of the items while they are in the possession of the Library

Loan to extend from _____ to _____

_____ Items loaned (continue on back of page, if necessary):

Name of

Lender _____

Address _____

City _____ State

_____ Zip _____

Telephone _____ Email _____

Signature _____ Date _____