

# **NEWBURG PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY**

## **DEFINITION**

Collection development is the ongoing process of assessing the materials available for purchase, subscription, or licensing, and making decisions about their inclusion and retention in the Library's collections.

## **RESPONSIBILITY**

Ultimate responsibility for materials selection rests with the Library's Director, who may delegate selection activities to appropriate volunteer or Library Trustee staff.

Selectors are responsible for purchasing materials within established selection criteria; this requires continuous review and evaluation of the Library's collections. The criteria established for selection reflect the needs and interests of the Library's customers, the standards and principles described in this Collection Development Policy, effective use of taxpayer money, and the Library's mission statement.

The Library is committed to providing collections that represent our customers' diverse viewpoints, voices, interests, and experiences, and which inevitably contain information that some would find offensive or wrong. Selection of materials by the Library does not constitute endorsement of the material's content or the views expressed.

## **SELECTION CRITERIA**

The Newburg Community is a diverse, dynamic, and proud community with a rich history, and the Library strives to provide materials that reflect this heritage. The Library's collections are regularly used by researchers looking for historical or esoteric information. Some items in our collections could be considered offensive and inappropriate by modern standards, but are kept because of their historic or contextual relevance.

Selection criteria are developed and regularly reviewed by the Newburg Library Board of Trustees.

The Library does not attempt to build comprehensive collections in every field of knowledge. All selectors must consider availability of space and budgetary restrictions when choosing resources for the Library. In addition, selectors consider the following criteria. These criteria apply to all materials, regardless of format or intended age level.

Accessibility of format

Accuracy and creative, literary, and technical quality

Authority and reputations of authors, composers, directors, and/or publishers

Availability of material elsewhere (area libraries, online, etc.)

Customer demand, both current and anticipated

Historical value

Initial and ongoing costs

Local or regional interest and significance

Need for collection breadth, depth, variety, and diversity of viewpoint

Physical qualities that may affect suitability for Library circulation or housing

Recognition as award-winning or classic work

Relation of work to existing collections  
Significant literary, artistic, political, or scientific value  
Support of library programs or initiatives  
Timeliness  
Uniqueness of information

No materials that meet the Library's selection criteria will be excluded because of the race, religion, nationality, origin, background, sexual orientation, or political views of those contributing to its creation or the material's frankness of language, controversial content, or endorsement of an individual or group.

Before placing materials in the children's or teen sections, the Library will have reviewed them and, based on information from publishers and reviewers, have decided they are appropriate for those collections.

Generally, children's sections of our Library contain books recommended for children 12 and under, while teen sections contain books recommended for ages 13 to 17. These designations are only recommendations; parents and caregivers are best qualified to determine which items their own children and teens can check out. No materials will be purchased with Library funds that constitutes "child pornography," is "pornographic for minors", or is "obscene" as those items are defined in section 573.010, RSMo.

## **SOURCES**

Sources used for selection include but are not limited to:

Published reviews from authoritative review publications  
Publisher or vendor catalogs  
Professional or trade bibliographies  
Requests from schools or other partners  
Requests from individual customers

Materials selected from any source, including donations and customer requests, are subject to the same selection criteria.

## **GIFTS**

Materials donated to the Library become the property of the Library and are accepted with the understanding that they are subject to the same selection criteria applied to Library-purchased materials and may be sold or discarded. Determination of use, display, housing, processing, access, and disposition of all donated materials rests with the Library. The Library may refuse a donation for any reason.

The Library also accepts funds to purchase materials. Funds donated for the Library's collection development will be spent at the Library's discretion, based on Library-designated needs.

## **DESELECTION**

Deselection of materials is an ongoing process for the Library to maintain the currency, appeal, and usefulness of its collections. As items are added, others are reviewed for their ongoing value and sometimes withdrawn from the collection. As materials become outdated, damaged, or ineffective, they are withdrawn. If an item is considered important to the collection but is in poor physical condition and cannot be preserved, it is replaced if possible. Withdrawn materials become surplus property of the Library and may be sold, donated, or discarded at the Library's discretion. While ultimate responsibility for decisions relating to

deselection of materials rests with the Director of the Library and designated staff in Collection Management.

The following factors are considered in identifying materials for withdrawal:

Appropriateness of the material in relation to the long-term development of the collection

Availability elsewhere in the community

Duplication of the same item

Historical value

Customer demand and usage

Physical condition

Timeliness and accuracy of information

### **ACCESS**

Selection of materials for adults will not be restricted by the possibility that those materials may come into the possession of minors. The ultimate responsibility for use of materials by minors rests with their parents or legal guardians.

### **REQUESTS FOR RECONSIDERATION**

Patrons are eligible to request that we reconsider a particular item in the Library collection or its age-level designation.

### **CHALLENGES TO COLLECTION MATERIALS**

Any Parent or Guardian of a minor withing the library district may dispute or challenge the library's age-appropriate designation affixed to any material presentation, event, or display in the Library. The results of any such dispute or challenge shall be disclosed to the public by Library posted notice and published on the Library's website as developed (Challengers name will not be published). Challenges shall be presented to the Library Board of Trustees in meeting. A schedule of Library Trustee meetings can be accessed through contact at Newburg City Hall.

*Approved August 4, 2024*