

Killingworth Library Association

Collection Development Policy

The purpose of the Collection Development Policy is the development and maintenance of an outstanding, well-balanced collection containing the best and most useful materials available to meet the needs of the Killingworth community within the limits imposed by funds and space. A comprehensive range of the interests, tastes, viewpoints, values, and levels of ability will be represented. This Collection Development Policy will guide the librarians and inform the public of the principles upon which selections are made.

The library will attempt to maintain as varied and diversified a collection as possible in an effort to meet the needs and interests of the community. Materials will be selected to provide information, education, cultural enrichment and leisure time activity.

The library's resources include, but are not limited to, books, periodicals, newspapers, pamphlets, documents, video and audio materials, and computer software. Additional forms of information and communications are considered as they develop. The library supplements its collections with the Interlibrary Loan Program.

This policy shall be the responsibility of the Board of Directors and is to be administered by the Library Director. Material selection is the responsibility of the Library Director and, under their direction, members of the library's professional staff in accordance with the selection policies as adopted by the Board of Directors.

Selection of materials is based on the professional knowledge and judgment of the library staff, whose expertise includes familiarity with a broad range of materials, appreciation of the strengths and weaknesses of the existing collection, and awareness of the needs and standards of the community. Staff members consult standard bibliographic works and published reviews in professional and general periodicals for evaluation of available materials. High standards of quality are maintained in the selection of materials, with application of one or more of the following criteria:

- Reputation or significance of author
- Skill, competence, and/or purpose of author
- Value as a resource material
- Suitability of physical form for library use
- Appropriateness of subject and style for intended audience
- Relation to existing collection and other materials on the subject
- Price and availability of funds
- Timeliness, reflecting new areas of knowledge or changing conditions of the contemporary scene
- Attention of critics, reviewers and/or public
- Heavy demand for popular items
- Literary or artistic merit

Suggestions from patrons are welcome and will be given consideration within the limits of the policies of the library.

Juvenile materials are selected with the same care and judgment as adult materials and are kept on open shelves where they are available to all children. Children may borrow materials from the entire

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collection, including the adult collection. Ultimate responsibility for children's choice of reading matter rests with the parents or guardians.

The library is not designed to furnish material for curriculum study in schools, but to complement that study. The library will support the school curriculum in a general way, choosing materials of interest for the whole community. Multiple copies for class study will not be purchased. Textbooks may be purchased when the subject content constitutes the best available source of needed information.

The library recognizes that some materials may offend some patrons. Selections will not be made on the anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection and to serving the interests of library patrons. Responsibility for the readings of children rests with their parents or legal guardians. Selection of adult material will not be inhibited by the possibility that books may inadvertently come into possession of children. Library materials will not be marked or identified to show approval or disapproval of the contents; to indicate their political, religious, or social point of view; or to indicate that an item is or may be controversial. No catalogued book or other item will be removed from the open shelves except for the express purpose of protecting it from mutilation or theft.

A patron objecting to any part of the collection should first be offered a copy of this Collection Development Policy to read. If the patron still questions the material, they should fill out the attached form, "Request for Reconsideration of Library Materials," and submit it to the librarian, who will forward it to the Board of Directors. The decision of the Board of Directors will be based on the principles set forth in this Collection Development Policy.