

# LIBRARY OPERATIONS POLICIES

## Collection Development

Adopted: 03.28.2022 | Revised: 00.00.0000

### I. COLLECTION DEVELOPMENT

The goal of the Finney County Public Library is to provide a range of materials in a variety of print and non-print formats to meet the informational, cultural, educational, and recreational needs and interests of the community.

To meet this goal, the Finney County Public Library has developed procedures for selecting, evaluating, re-evaluating, and withdrawing materials. These procedures are intended to ensure that the collection reflects all points of view on current and historical issues, and that materials are available in diverse media formats.

The Finney County Public Library endeavors to provide a range of opinions, majority and minority, on all subjects, and does not exclude materials based on the author's or producer's point of view. The Finney County Public Library also attempts to avoid collections that reflect inordinate responsiveness to a single point of view.

Individual use of Finney County Public Library materials is a private and personal matter. All patrons are free to reject for themselves materials of which they may disapprove; no patron may restrict the freedom of use and access for others. Responsibility for the reading, listening, and viewing of Finney County Public Library materials by minors rests with their parents or legal guardians, not with Finney County Public Library staff. Selection of Finney County Public Library materials is not inhibited by the possibility that materials may come into the possession of children.

Books and materials are selected according to intrinsic merit, subject treatment, community interest, and contribution to a balanced collection in the Finney County Public Library. No single standard of suitability can be applied in all cases. The volume and nature of requests for access to Finney County Public Library materials by members of the public is a significant factor in selection. Flexibility, open-mindedness, and responsiveness are exercised during the evaluation process. Materials are selected to present a variety of opinions on a subject and are judged as a whole rather than on isolated passages.

### II. RECONSIDERATION OF MATERIALS

The Finney County Public Library welcomes expression of opinion by patrons about the collection or individual titles, but will be governed by this Policy in making additions and deletions.

Patrons who request the reconsideration of Finney County Public Library materials must submit their request in writing by completing and signing the Request for Reconsideration of Material.

After review, the Finney County Public Library Director (the “Director”) or designee will communicate a decision and the reason for it, in writing, to the patron who initiated the request for reconsideration.

The Finney County Public Library endorses the American Library Association (ALA) [Library Bill of Rights](#), the ALA [Freedom to Read Statement](#), and the ALA [Free Access to Minors Statement](#), and interprets these statements to include all the Finney County Public Library materials regardless of format. Responsibility for the selection and removal of books and other materials resides with the Director, who may delegate that responsibility to staff.

Suggestions from the public regarding selection, retention, or reconsideration of materials are encouraged and reviewed promptly (Addendum A).

### III. WEEDING

The Finney County Public Library materials are owned by Finney County. Outdated materials, books no longer of interest or in demand, and worn or damaged copies will be removed. Staff will make every effort to transfer unneeded items in usable condition to the Finney County Public Library support groups, or a vendor specializing in discards and donations from libraries that provide revenue in return for surplus materials. Unneeded items transferred to the ownership of a Finney County Public Library support group may be sold to benefit the Finney County Public Library programs and services.

## Addendum A- Request for Reconsideration

### Request for Reconsideration of Material

The Finney County County Public Library Board of Trustees has established a material selection policy and a procedure for gathering input regarding particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the Finney County Public Library Director.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Do you represent self?  Or an organization?  Name of Organization \_\_\_\_\_

1. Resource on which you are commenting:

Book (e-book)       Movie       Magazine       Audio Recording

Digital Resource       Game       Newspaper       Other

Title: \_\_\_\_\_

Author/Producer: \_\_\_\_\_

2. What brought this resource to your attention?

3. Have you examined the entire resource? If not, what sections did you review?

4. What concerns do you have about the resource?

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

What action are you requesting the Finney County Public Library to consider?