

Collections Policy

Purpose

The purpose of this policy is to publicly state the principles of selection upon which staff acquires materials and manages the collections and to assist staff in responding to questions and challenges to the collection from the public.

Collections Policy Statement

Libraries have a basic responsibility for the development and maintenance of intellectual freedom. The Gilbert Public Library does not promote particular beliefs or views. Widely diverse points of view, including controversial and unorthodox subjects, will be available in the collection. Inclusion in the collection does not imply library approval or agreement with the contents. Materials are not marked or identified to show approval or disapproval of contents, and no materials are sequestered except to protect valuable items from injury or theft. It is the view of the Trustees that responsibility for the children's reading materials rests with their parents or legal guardians. This library holds censorship to be purely an individual matter and declares that while anyone is free to reject for himself books and other materials of which he/she does not approve, he cannot exercise the right of censorship to restrict the freedom of others.

In the interest of protecting the individual's right to have access to materials, the Library supports the following documents:

- The First Amendment to the U.S. Constitution
- The Library Bill of Rights
- The Freedom to Read Statement adopted by the American Library Association

Any patron who believes that any library material does not comply with the standards set forth in this selection policy may submit a Statement of Concern About Library Resources Form to the Director, who will put the matter before the Library Board of Trustees at the next regularly scheduled meeting.

Collections Objectives

- The Library collects and provides access to information resources germane to its mission and reflecting the interests of the full spectrum of the population it serves. These information resources shall satisfy through content, currency, format, organization, and quantity a diversity of user needs.
- The library collects and provides access to high-demand, high-interest materials of a popular nature in a variety of formats to meet the entertainment and recreational needs of the community.

- The library collects and provides access to materials that answer the informational needs of the community or that provide direction to additional sources of information.
- The library collects and provides access to materials that enable community members of all ages to pursue practical and/or intellectual self-directed learning independent of the formal educational process.
- The library collects and provides access to a variety of materials that are about Gilbert, the Iron Range region and the State of Minnesota in both a current and historic context and also collects materials by local authors.
- The library continually evaluates its collections and makes plans for new collections materials that will meet the community's needs in the future.

Allocation of Funds

Funding for materials in the Gilbert Public Library materials collection comes from four sources: The City of Gilbert, the Arrowhead Library System, the Gilbert Public Library Foundation/Russo Fund/Gifford Fund, and from individual donations.

Responsibility for selection:

The Board of Trustees of the Gilbert Public Library determines the Collections Policy. The responsibility for administering this policy rests with the Director. All staff members have input into materials selection according to their areas of responsibility and interest.

Selection Criteria:

General:

- Patron requests and usage
- Merit as expressed by reviewers
- Appropriateness of format, content and style
- Relation to existing collection
- Reputation or significance of authors
- Space and budgetary considerations
- Availability of similar materials in the Arrowhead Library System
- In general, hard-bound items are preferred over paperback items

Non-Fiction:

- Currency and Accuracy
- Authority, competence and purpose of the author/editor
- Comprehensiveness and depth of treatment
- Objectivity

- Clarity, accuracy, logic of presentation, ease of use
- Representation of all points of view in the collection

Fiction:

- Originality
- Quality of writing and/or illustration
- Representation of important literary trends

Standard reviewing media are used as the primary basis for selection, as library staff cannot obtain and judge each title directly. Professional review sources include: *Booklist, Library Journal, and School Library Journal, Kirkus Reviews, and Publishers Weekly*. Popular review sources include: *New York Times Book Review, Entertainment Weekly, Time Magazine, Newsweek, People,* and websites such as *Amazon.com, LibraryThing.com, BooksInPrint.com* and *acqweb.org*. Also used are book review sections of local, regional and national newspapers.

Newspapers and Periodicals are selected to meet reference and research needs of patrons to provide current information and to satisfy casual interest in current events and popular topics. Newspapers and periodicals are supplied on sufficient demand and within budget and space limitations.

Audiovisual and computer based resources are selected to meet reference and research needs of patrons to provide current information and to satisfy casual interest in current events and popular topics. As members of the Arrowhead Library System the Library may agree to pay a percentage of the costs of databases acquired by ALS staff for use in all member libraries.

Formats

All current formats will be acquired by the library, with these exceptions:

Videotapes, film, and cassettes will not be purchased but may be accepted as donations according to the selection criteria of this policy. Digital Video Disk is the current standard for video materials, electronic books and books on compact disk are the current standard for audio materials.

Materials Donations:

Donated materials will be added to the collection if they meet the above selection criteria. Donations accepted for the collection become the property of the Gilbert Public Library. Upon receipt of donated materials a thank you letter acknowledging the gift will be sent to the donor by the Library Director. Due to Internal Revenue Service regulations, the Library is prohibited from providing an estimate of monetary value of the donation. The library will put a bookplate into books purchased with donated monies when appropriate; however, the library will not agree to form separate collections of either donated materials or materials purchased with donated

money. Donated materials not added to the collection will be disposed of in a manner that will most benefit the Library.

Unordered Materials

The Library will not accept “previews” of unordered materials sent to the library by vendors for consideration for acquisition.

Visits by Salespeople

In the interest of time management and so that the library acquires materials in accordance with the principles of this policy, the Library does not encourage visits by salespeople or vendors. However, some salespeople may occasionally and by prior appointment be welcomed by Library staff. Materials sold by these salespeople will be evaluated according to the selections criteria in this policy.

Selection of Vendors:

The library acquires materials from a variety of sources. Vendors are chosen based on:

- A history of timely shipments and deliveries in good condition.
- Comprehensive coverage of a variety of materials and formats
- Reasonable discounts and pricing
- Unique items not available from other sources
- Willingness of vendor or jobber to modify plans, accept returns and provide reports.

Collections Maintenance

In order to maintain a vital, current collection that meets the needs of our community, examination of materials is an ongoing process. Maintenance of the collection includes mending, discarding (“weeding”), and replacement. This requires the same careful study and attention as initial selection.

Mending:

A limited number of items can be mended by the Library annually. As a rule, items that are selected for mending must:

- Require a minimum of staff time to return to attractive, usable physical shape
- Be capable of sustaining a minimum of another ten uses after repair

Items that would not normally be mended but that have active holds on them may be quickly and minimally mended to fill the holds.

Replacement:

The following are generally not mended and are replaced with new copies only if they are essential to the collection and in print:

- Items that have missing or cut pages
- Items with spiral bindings
- Items that have permanent markings defacing the cover or pages
- Mass market paperback books with separated covers
- Dirty, stained, gummed, moldy, or water-damaged items

Weeding

The professional staff will evaluate the materials collection for replacement and/or discard on an ongoing basis, using the CREW method of evaluation. This process (Continuous Review, Evaluation and Weeding), uses the following criteria to evaluate a title's current usefulness to the materials collection:

- M = Misleading (and/or factually inaccurate)
- U = Ugly (worn and beyond mending or rebinding)
- S = Superseded by a truly new edition or by a much better book on the subject
- T = Trivial (of no discernible literary or scientific merit)
- I = Irrelevant to the needs and interests of the community
- E = The material may be obtained expeditiously elsewhere through interlibrary loan or reciprocal borrowing.

Date of publication, last date circulated and average number of circulations per year are useful indicators of the above factors. Generally, items that have not circulated within the past 3-5 years should be weeded to make room for more current materials of interest to patrons. However, weeding decisions ultimately depend upon the professional judgments of the library staff. While the MUSTIE formula may be used as a guide in making weeding decisions, these guidelines can and should be adjusted to meet the needs of the library.

Books and other materials weeded from the collection may be placed in a giveaway area or donated to the Library Foundation for disposal through their regular book sales.