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II. COLLECTION DEVELOPMENT

- A. The Library supports and follows the principles of the *Library bill of rights*, and shall, within its budget boundaries, provide a variety of materials representing a diversity of opinion. The primary role of the Library is to provide popular materials; secondary role is to serve as a pre-school door to learning.
- B. The Library director shall select materials for collection development. The board President will appoint one or more trustees to assist in the selection process, guaranteeing a diversity of opinion.
- C. Materials shall be selected on the basis of reviews from professional journals, need and demand. Requests from patrons and staff are welcome and shall be considered.
 1. Criteria for Adult Materials:
 - a) Fiction
 - 1) Demand - Is the subject or author popular?
 - 2) Aesthetic quality - Does the work have artistic merit?
 - 3) Durability - Is the material well put together?
 - b) Non-Fiction and Reference
 - 1) Authoritativeness - background, reputation of author, publisher, sponsoring body
 - 2) Accuracy
 - 3) Impartiality
 - 4) Recency of data - Is the material up to date?
 - 5) Adequate scope - Are all important aspects covered?
 - 6) Appropriateness - Is the work presented at a level that can be comprehended by the intended user?
 - 7) Relevancy
 - 8) Technical aspects - Are illustrations accurate and do they relate to the subject matter?
 - 9) Special features - Are bibliographies, appendices, notes and guides to the material included?
 - 10) Cost effectiveness

11) Durability

2. Criteria for Children and Young Adults:

The same guidelines apply that are used in selection of adult materials. Materials shall be selected to aid young people in understanding and coping with their lives, as well as to entertain. Reference material shall be appropriate for the audience it is addressing.

D. Duplication of Materials:

Duplication of materials is indicated only when a variety of formats is desired, such as large print, books on tape and videos. Duplication of popular authors shall be paperback. Otherwise, for a library of this size, duplication is not desirable.

E. Donations:

Materials that are donated to the Library must meet the same guidelines as those used in the selection process. Should donated materials not be found suitable for the library collection, they shall be sold for library gain or given to The Friends of Wellman-Scofield Public Library for purpose of their own sale, gain and library oriented activity.

F. Memorial Books:

The Library is honored to receive a book as a memorial to a friend or loved one. All memorial books shall be clearly designated as memorials with a bookplate listing the person honored and the donor. A permanent memorial record shall be kept.

1. All memorial books must meet the general criteria of the collection development policy.
2. The donor may purchase the book and give it to the Library, or the donor may give money to buy a book. If the Library is entrusted to buy the book, every effort shall be made to choose one of lasting value which represents the interests of the person memorialized.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all [points](#) of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free [access](#) to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and [protect](#) people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library [Bill of Rights](#)* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning [application](#) of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#).