**COLLECTION DEVELOPMENT POLICY**

**Mission**

The Greenwood Area Library supports the individual’s right to have access to ideas and information representing all points of view. The library strives to strengthen the fabric of the community. The Greenwood Area Library’s Board of Trustees has adopted the Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statements of the American Library Association; all are included at the end of this policy and are intended to be a part of this policy.

**Goal and Purpose**

The primary goal is to provide the best possible collection with the financial resources available. The decision to select any item for the collection is based on demand, need, and effort to maintain a balanced collection. The purpose of the Greenwood Area Library’s Collection Development Policy is to select, organize, preserve, and make freely and easily available to all individuals in the service area materials that will aid them in the pursuit of information, education, research, recreation, culture, and creative use of leisure time.

The library strives to maintain materials representing all sides of an issue in a neutral, unbiased manner. The library provides service to all within the framework of its rules and regulations and does not knowingly discriminate in its material selection regarding race, creed, sex, or occupation.

**Scope of Collection**

The library provides access to content through print, multimedia, and technology.

Print: hardcover, paperback, large print, magazines, newspapers

Non-print: Audio books, DVD, CDs, puzzles, and games

Digital resources: On-line databases, digital books, and the Internet.

The collection is divided into Adult, Reference, Young Adult, and Juvenile sections.

**Responsibility for Collection**

The ultimate responsibility for materials selection and the development of the library collection rests with the Library Director, who operates with the framework of policies determined by the Board of Trustees.

**Criteria for Selection**

Library materials are selected on the basis of informational, educational, cultural, and recreational value. These materials are selected in compliance with the mission of the library. The library considers all acquisitions, whether purchased or donated. The following criteria are also used in selecting materials for addition to the collection:

1. Relevance to the collection and library users
2. Significance of the subject matter and/or author
3. Popular demand/appeal
4. Local interest
5. Cost and Budgetary constraints
6. Presentation, accuracy, and artistic quality

**Access to Collection**

The Board of Trustees believes that reading, listening, and viewing are individual, private matters. While anyone is free to select or reject materials for themselves or their minor children, the freedom of others to read or inquire cannot be restricted. The Library does not stand in loco parentis. Parents and guardians, not the Library, have the responsibility to guide and direct the reading, listening, and viewing choices of their own minor children.

**Weeding**

The withdrawal of materials (also called weeding) of the collection is an ongoing process directly related to collection development. Materials that are worn, damaged, outdated, duplicated, no longer accurate, and no longer used may be removed from the collection. The professional staff of the library will be responsible for the weeding of the collection. Local history should be kept with the exception of worn material. When space becomes unavailable for local history, the items are placed in the city museum.

**Withdrawing Materials**

The withdrawal of items from the collection is an ongoing process directly related to collection development. Materials that are worn, damaged, outdated, duplicated, no longer accurate, and no longer used may be removed from the collection. The professional staff of the library will be responsible for evaluating the collection. Local history should be kept. When space becomes unavailable for local history, the items are offered to the city museum or other storage options are reviewed.

**Gifts, Donations, and Memorials**

The library accepts gifts, donations, and will purchase memorials. The library reserves the right to evaluate all gifts, donations, and memorials in accordance with the criteria applied to purchase materials. Those which do not meet the library’s objectives and policies may be refused. Bookplates may be provided for memorials and gifts, and a letter for tax purposes may be sent to the donor. No other conditions may be imposed relating to any gift, donation, or memorial either before or after its acceptance by the library.

**Interlibrary Loan**

Interlibrary loans are used to obtain materials that are beyond the scope of this library’s collection.

In return, the Greenwood Area Library agrees to lend its materials to other libraries through the system’s loan network, and to have its current holdings listed in a database accessible to other libraries.

**Periodicals**

Periodical selection is the responsibility of the Director and will be monitored by use patterns and requests. *Consumer Reports* will be kept for one year.

**Newspapers**

The Library copy of the Tribune-Record-Gleaner shall be kept for one fiscal year (Jan.-Dec.) past the date of print. The Library copy of the Clark County Press shall be kept for the fiscal year.

**Potential Problems or Challenges**

The Greenwood Area Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for the reading/viewing done by children rest with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

Library materials will not be marked or identified to show approval or disapproval of their contents. No library materials will be sequestered except to protect it from damage or theft.

**Revision of Policy**

This policy is subject to periodic review.

Any part of this policy may be revised by a majority vote of the Library Board of Trustees.

Revised 10/10/24