3.1 Collection Management

1. Objectives

The purpose of the Fossil Public Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.

The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The Library Bill of Rights and the Freedom to read Statement have been endorsed by the Fossil Public Library Board and are integral parts of the policy.

The materials selections/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

1. Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Fossil Public Library Board. This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item to the recommendations of the staff.

1. Criteria for Selection
2. The main points considered in the selection of materials are:
3. Individual merit of each item
4. Popular appear/demand
5. Suitability of material for the clientele
6. Existing library holdings
7. Budget
8. Reviews are a major source of information about new materials. The primary sources of reviews are:
9. New York Times Book Review
10. Publishers Weekly
11. The Readers Exchange
12. Goodreads
13. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is therefore, given to request from library patrons and books discussed on public media. Materials ae judged on the basis of the work as a whole, not on a part take out of context.
14. **Interlibrary Loan**

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library’s collection.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Fossil Public library agrees to lend its materials to other libraries through the same interlibrary loan network and to make an effort to have its current holdings listed in a tool that is accessible by other libraries through the state.

1. **Gifts and Donations**

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the director can dispose of them as she sees fit. The same criteria of selection which are applied to purchased materials are applied to gifts. Memorial gifts of books oar money are also accepted with suitable book plate placed with the book. Specified memorial books can be ordered for the library on request of a patron if the request meets the criteria established by the Board. It is desirable for gifts of or for specific titles to be offered after consultation with thelibrary director. Book selection will be made by the director if no specific book is requested. The Fossil Public library encourages and appreciates gifts and donations.

By law, the library is not allowed to appraise the value of donated materials, though it can provide and acknowledgement of receipt of the items if required by the donor.

1. **Weeding**

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library director and is authorized by the Board. Withdrawn materials will be handled in a similar manner and under the same authority of donated materials.

Criteria for Withdrawal:

1. Ten years since borrowed
2. Individual merit of each item
3. Condition
4. Part of a series
5. Suitable material for clientele
6. Irreplacable
7. **Potential Problems or Challenges**

The Fossil Public 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 disproval, but solely on the basis of the principles stated in the policy.

1. **Challenged Materials**

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting the material be withdrawn from or restricted within the collection may complete a “Statement of Concern About Library Resources” form which is available in the library. The inquiry will be placed on the agenda of the next regular meeting of the Fossil Public Library Board.