

CHERRY VALLEY MEMORIAL LIBRARY

Library Collection Development and Maintenance Policy

Cherry Valley Memorial Library strives to inform, enrich and empower our community.

I. PURPOSE

This Collection Development and Maintenance policy provides board-approved guidelines for the library staff to most effectively use the Library's financial resources to fulfill the present and anticipated needs of the community it serves.

The purpose of this policy is to recognize the diverse library needs of all citizens and to provide on equal terms, free, open and equal access and to provide service to all individuals and groups.

It incorporates the library's goals and objectives, the principles of the Library Bill of Rights, the Freedom to Read Statement, the Freedom to View Statement, and the Access to Library Resources and Services for Minors.

II. SELECTION CRITERIA

Materials are selected in accordance with the mission and goals of the library, the varied interests of our patrons, budgetary and space constraints.

Materials will be selected using professional judgment and standard selection tools.

The Library Bill of Rights will be the basis of the Collection Management process.

Scope of the collection is intended to offer all persons a choice of format, treatment and level of difficulty so that the majority of the cultural, informational, educational and recreational needs of the individual user can be met. Large Print books, Audiobooks and DVDs are made available through the library's participation in the Four County Library System Circuit Programs

Emphasis is placed on works of general interest. The library does not attempt to acquire text books or other curriculum related materials except as such materials contribute to and serve the needs of the general public.

The addition of material to the library does not constitute or imply agreement with or approval of its content, but assures that a variety of differing points of view are represented.

Multiple copies of heavily requested titles will be purchased to meet community needs when necessary.

III. RESPONSIBILITES FOR MATERIALS SELECTION

The Director/Library Manager who operates within the framework of policies determined by the Library Board is responsible for collection development, management and materials selection.

IV. WEEDING

The library's collection will be evaluated on a continuing basis for retention, replacement, or withdrawal in order to improve accessibility to the remaining materials, enhance the appearance of the collection and help improve the overall circulation and turnover rates of materials. CREW: a weeding manual for Modern Libraries will be used as a weeding guide. Consultants from the Four County Library System will be asked to help with weeding when needed.

Weeded materials become surplus property and may be, at the discretion of the Library Director/Library Manager, donated, disposed of, or sold for fund-raising purposes.

VI. AREAS OF SELECTION

Funds for materials are reviewed and budgeted at the beginning of the fiscal year.

Circulation statistics of the previous year are considered when allocating funds to the selection areas.

Selection involves striking a balance between demand for current, highly requested titles and the need to maintain and develop a collection of standard work of lasting value. Patron requests will be given strong consideration.

A. Adult Nonfiction

While most non-fiction materials are selected for their utility, others are acquired to enrich and entertain. Balance is a consideration. Controversial materials covering various aspects of both sides of an issue will be acquired if warranted and available. Medical and law materials are selected to be suitable for the layperson.

B. Adult Fiction

The library strives to feature current, high-demand, high-interest fiction for persons of all ages. A large percentage of the collection is devoted to current high-demand novels and best sellers in a variety of genres.

C. Youth Materials

The library provides children, and adults working with children, books which encourage an interest and pleasure in reading and learning. Items in other formats will be acquired as funds become available

D. Young Adult

The library features a browsing collection of popular fiction materials of interest to readers from ages 12-18. Since these readers vary widely in maturity, ability and background, the materials selected vary to reflect a range of subjects and reading levels.

E. Reference

The library has a small Reference collection which includes timely, accurate and useful information in selected areas of interest to community residents and businesses. The library provides a small local genealogical collection. Inclusion in the Reference Collection is determined by factors such as cost, complexity, format, authoritativeness, frequency of use and indexing. The Reference collection is supplemented with an online subscription to the Four County Library System's Research Center.

F. Periodicals/Newspapers

Periodicals will be acquired in response to public interest and general usefulness to the collection. Cost will be of primary consideration.

G. Special Collections

The library maintains a special collection of local history. Since this is a static collection and space is an issue, development and additions to Special Collections will be limited to materials dealing with the immediate Cherry Valley area.

H. Audio-Video and Electronic Resources

The library provides audio-visual and electronic materials access to meet the entertainment and informational needs of the community. The library participates in the 4CLS Download Zone for audiobooks and e-books and has a subscription to HOOPLA, a streaming service which provides videos (movies and TV shows). HOOPLA also has additional downloadable audiobooks, and e-books. The library does not add DVDs to its collection due to space considerations.

VII. GIFTS AND SPECIAL COLLECTIONS (see policy adopted April 13, 1999, revised April 2010, revised April 2021)

VI. APPENDIXES

A. Requests for Reconsideration of Library Materials

B. Library Bill of Rights

- C. Access to Library Resources and Services for Minors
- D. Freedom to Read Statement
- E. Freedom to View Statement

This policy will be reviewed and amended as needed.
Adopted: February 10, 2010, amended April 21, 2021
Cherry Valley Memorial Library Board of Trustees