

Collection Development Policy

(adopted by the Board: June 2002; revised March 2011)

To provide the highest quality service to the customers of the Plainfield-Guilford Township Public Library, the library will offer a well-selected and well-maintained collection of library materials in a variety of formats.

Responsibility for Materials Selection

Final responsibility and authority for the selection and maintenance of library materials rests with the Library Director acting within the framework of the policies of the Board of Trustees. Selection of specific materials is delegated to appropriate staff at the discretion of the Library Director. The Library also receives, welcomes and evaluates suggestions for library materials from the community.

Selection Criteria

In selecting materials for the collection, the Library does not promote any particular belief or view but offers a forum where individuals can examine different sides of issues and make their own decisions. Criteria for selection of library materials include the following:

1. Present and potential relevance to community needs.
2. Timeliness and permanence of the material.
3. Quality of writing, design, illustration or production.
4. Reputation of the publisher or producer, authority and significance of the author, composer, filmmaker, etc.
5. Scope and accuracy of content of material.
6. Potential and or known demand for or interest in the material.
7. Relative importance in comparison with existing materials in the collection on the same subject.
8. Suitability of subject, style and level for intended audience.
9. Attention of critics, reviewers, staff members, and/or the public.
10. Suitability of physical format for library use.
11. Price and/or budget availability.

Selection Tools

Material selections may be elicited from a wide range of sources which include but are not limited to:

1. professional journals
2. trade journals
3. subject bibliographies
4. publishers' catalogs and promotional materials
5. reviews from reputable sources

6. lists of recommended titles
7. stock of sales representatives for specific materials
8. suggestions from patrons and staff

Gifts

The library accepts gifts of materials, but reserves the right to evaluate and dispose of them in accordance with the criteria applied to purchased materials. As a general rule, the library does not accept artifacts. The library retains the authority to accept or reject gifts and to make all decisions as to their use, housing and final disposition. Gifts which are not consistent with the library's objectives and policies will be given to the Friends of the Library.

Maintaining the Collections

An up-to-date, attractive and useful collection is maintained by retaining or replacing essential materials, and removing, on a systematic and continuous basis, those works that are outdated, of little historical significance or no longer in demand.

Reconsideration of Library Materials

The Library will review the selection of a specific item upon request of a library cardholder.

Review

This policy will be reviewed periodically to ensure that it is responsive to the changing needs of the Library system and of the general community.