

Collection Management Policy

The Collection Management Policy is intended to guide staff, within budgetary and space limitations, in the selection and evaluation of materials which anticipate and meet the needs and interests of the local community. Further, the policy also aims to inform the public about the principles upon which selections are made.

Philosophy of Selection

In support of its mission, LaRue County Public Library fully endorses the principles documented in the American Library Association's Library Bill of Rights and Freedom to Read Statements. The Library upholds the right of the individual to secure information, even though the content might be controversial, unorthodox, or objectionable to some. Materials available in the library will present diverse viewpoints to facilitate patrons' informed decision-making.

Scope of the Collection

The primary responsibility of the LaRue County Public Library is to serve the local community by providing a broad choice of materials to meet their informational, educational, cultural, and recreational needs.

Responsibility for Selection

The authority and responsibility for the selection of library materials rests ultimately with the Library Director who operates within the framework of policies adopted by the Library Board. Under their direction, selection may be delegated to library staff. Selection presumes liberty of thought and intellectual freedom within the bounds of reason and law. Materials will be selected and acquired based upon their value and merit.

All materials, whether purchased or donated, are considered in terms of the criteria listed below. An item need not meet all of these standards in order to be added to the collection.

- Contribution to the diversity and scope of the collection
- Contemporary significance
- Relevance to the needs and interests of the community
- Popular appeal
- Relevance and effectiveness in communicating content to intended audience
- Physical format
- Quality of production
- Receipt of nomination or awards
- Reputation or significance of one of the creators of the work
- Available space
- Published evaluations or reviews

- Accuracy and timeliness
- Accessibility of material
- Cost

Suggestions for Purchase

The Library welcomes recommendations from all staff members and the general public for materials to be added to the collection. All selections for purchase are subject to the same selection criteria as other materials. Recommendations are not automatically added to the collection.

New or Emerging Formats

The Library develops collections that include a comprehensive range of formats (print, e-books, audiobooks, etc.). Before adding new formats, the following criteria should be considered:

- Impact on equipment, staff, storage, and space
- Demand for format in the local community
- Durability of format
- Technical quality
- Availability of funding
- Availability of technical support and staff training

Collection Maintenance

In addition to acquiring new materials, it is important to remove from the existing collection those items that are no longer deemed useful or relevant. This policy provides authority for the systematic and regular evaluation of the existing collection and subsequent withdrawal of worn, obsolete, or infrequently used materials and supports the public's right of access to an appealing and relevant collection.

Library staff systematically review the collection to maintain the quality and vitality of library resources. This collection analysis process incorporates output measures, circulation reports, and other statistical information for continuous collection evaluation.

Weeding Criteria

The Library aims to weed five percent of its collection annually and maintain a non-fiction collection wherein fifty percent of the resources have been copyrighted within the last five years.

Items will be withdrawn:

- If they contain misleading or are factually inaccurate
- If they are badly worn beyond mending or rebinding

- If they have been superseded by a new edition or a better resource
- If they are irrelevant to the local community
- If they are of no discernible literary or scientific merit
- If they have not been circulated in 3-5 years
- If they can easily be found elsewhere or borrowed from another source

Replacement Criteria

While the Library attempts to have copies of standard and important works, it does not automatically replace all withdrawn materials. The same criteria that apply to original selection also apply to replacements. The need for replacement is based on:

- The number of duplicate copies
- Existence of adequate coverage of the subject in the collection
- Demand for the specific title or subject area
- Availability of material

Removal of Withdrawn Material

Materials that no longer meet the Library's stated objectives will be withdrawn from the system. Withdrawn materials may be reused by the Library's Outreach Services, donated to community partners, sold, or recycled.

Gifts and Donations

Gifts of books and other materials are welcomed. Donations are final and become the property of the LaRue County Public Library. Staff members review donated materials for potential addition to the Library's collection. The Library reserves the right to keep, discard, sell, or make other appropriate disposal of any books or materials that are donated as determined by its mission and needs. Materials may be given to the Friends of the Library for resale.

The Library cannot appraise the value of donations. Donors seeking information on tax deductible donations should consult with a tax professional. Upon request, a receipt can be given for the donation.

Monetary donations will be accepted if given freely to the Library without limiting considerations. While it is acceptable to designate that monetary gift be spent for specific needs (such as children's programming), it is impractical for the library to accept gifts that will create additional expenses. Acknowledgment of a monetary donation will be sent to the donor. In the case of memorial donations, acknowledgement will be sent to both the donor and the family of the deceased.

Reconsideration of Library Materials

In the selection of materials, an attitude of flexibility, open-mindedness, and responsiveness to the changing needs of the community is kept constantly in mind. Materials are evaluated as complete works and not on the basis of a particular passage or passages. A work will not be excluded from the Library's collection solely because it represents a particular aspect of life, because of frankness of expression, or because it is controversial.

The Library ensures free access to its holdings for all who use the Library; people are free to select or reject for themselves any item in the collection. The responsibility for a minor's reading, listening, or viewing material rests with the parent and/or legal guardian; previewing materials is recommended if parents are concerned about content. While one can reject material for oneself or one's child, one cannot restrict access to materials for others.

The Library has established procedures to ensure objective and fair reconsideration of materials. Persons from the community wishing to recommend the removal or reclassification of a particular item in the collection may submit a Request for Reconsideration of Library Materials form. The request will be reviewed by the Library Director, bearing in mind the Library's mission statement and the selection criteria of this collection management policy. After evaluating journal reviews and other materials submitted by the patron and the staff, the Library Director will bring the matter to the attention of the Board along with their recommendation. The Library Board will review the matter and vote with as little delay as possible. The Board will issue a formal response to the complainant at a regularly scheduled Library Board meeting. The material will be retained in the collection during the reconsideration process.