

## **Collection Development Policy**

### Purpose

The E.C. Scranton Memorial Library Collection Development Policy reflects as much as possible the mission of the Library: "...to improve the quality of life for all Madison residents by providing access to information fostering lifelong educational and cultural learning, and cultivating relationships among our residents through the exchange of ideas, materials and services." This policy sets the guidelines for Library staff in the selection of materials for the Library and informs the public of the principles upon which selections are made.

### Responsibility

The final responsibility for selecting library materials rests with the Library Director, who operates within the framework established by The Board of Trustees of the Scranton Memorial Library. The Director delegates selection responsibility of Library materials to its professional staff, whose education and experience prepare them for this important function. There are several staff members who are responsible for the selection of materials and collection maintenance for the Library. These designated staff shall order, process, maintain and withdraw items for the adult, teen and children's departments for the purpose of curating collections that will reflect the definition of a public Library core collection as defined by the Library Bill of Rights and the American Library Association.

The Library recognizes not all users will greet all materials with the same degree of enthusiasm and regard. Therefore, some materials selected for the collections may seem controversial and even distasteful to some Library users. It is the right of the individual not to read, view or hear materials that the individual considers objectionable. It is never the right of any Library user or users to deny access to Library materials to others. The freedom to choose from a broad range of informational and artistic materials will not be abridged.

### General Selection Criteria

The Scranton Library selects, acquires, organizes, and preserves Library materials both of current interest and of permanent value. Content, quality of writing, and readability are major considerations. The following criteria constitute general guidelines for consideration in purchasing all materials. These criteria are applied to materials of all formats, including monographs, periodicals, A/V materials, and others. However, the criteria are not intended to exclude consideration of standards appropriate to particular formats of materials. While a single standard cannot be applied to each work, the following general criteria are used in selecting materials for purchase or subscription by the Library:

- Importance and value to the collection
- Reputation, credibility, and/or authoritativeness of the author, artist, publisher, or producer
- Current and anticipated appeal, popular demand, and timeliness
- Significance of the subject matter
- Local interest
- Availability or scarcity of materials on the subject
- Cost
- Level of difficulty and specialization
- Professional reviews, summaries, and descriptions of materials
- Format suitability
- Space availability/constraints
- Accessibility to materials within the LION consortium
- Physical quality and level of durability

- Inclusion in indexes, bibliographies, and standard lists
- Alignment with library's mission

Some of the materials not collected: abridged books, text books, and self-published works. In addition, designated staff shall maintain communication with members in the Madison school system in order to provide, when possible, such resources that reflect curriculum needs.

#### Gifts

Forms for bequests, donations and honor or memorial gifts are on the Library's website. People who donate items do so with the understanding that the items become the property of the Library, in accordance with our Gift & Donation Policy. The library does not appraise gifts nor provide evaluations of gifts for tax purposes. Library staff will add items to the collection only if deemed in line with the above criteria.

#### Library Patron Suggestions

The Scranton Library Board of Trustees recognizes the importance of hearing from the public regarding material selection. The Library Administration and Staff seriously consider Library patron suggestions. The completion of the *Form for Recommendation or Request for Reconsideration of Library Material* does not guarantee either accession to the collection or removal from the collection, but does ensure the attention of Library Staff to user opinion, interests and concerns.

*Approved by the Library Board of Trustees on 9/21/2020.*

**Request for Recommendation or Reconsideration of Library Materials**

Title \_\_\_\_\_

Author (if appropriate) \_\_\_\_\_

Patron making request \_\_\_\_\_

Telephone \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

To recommend an item for the library's collection, please answer the following questions:

What is the subject of the item? \_\_\_\_\_

Have you read or viewed the item? \_\_\_\_\_

Why do you think it should be added to the library's collection? \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_ Your signature \_\_\_\_\_

To request reconsideration of library materials, please answer the following questions:

To what in the item do you object? (Please be specific and include page numbers)

\_\_\_\_\_

\_\_\_\_\_

Did you read or view the entire item? \_\_\_\_\_

If not, which portion did you read or view? \_\_\_\_\_

\_\_\_\_\_

Do you know of any review? (Please cite source, date, and page) \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_ Your signature \_\_\_\_\_