

## **RAMSEY FREE PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY**

The purpose of the Ramsey Free Public Library collection development policy is to provide framework for the creation and maintenance of a collection of resources that implements the library's overall mission. Expanding areas of knowledge, changing social values, technological advance and cultural differences require flexibility, open-mindedness and responsiveness in the selection, evaluation and re-evaluation of all library resources.

The library will acquire, make available, and encourage the use of resources to assist individuals in their pursuit of educational objectives, intellectual and emotional growth, and enjoyment of leisure time, and practical solutions to daily problems. The library will strive to anticipate future needs of the community. The library will acquire:

- Source materials and thoughtful interpretations which document and illuminate the past.
- Contemporary materials representing various points of view, which are of current interest and possible future significance, including materials which reflect current conditions, trends and controversies.
- Materials designed to increase the individual's ability to function effectively as a productive member of society.
- Materials which provide a meaningful aesthetic experience, stimulate the imagination, and increase the individual's potential for creativity.
- Materials, including the experimental or controversial, which extend the individual's capacity to understand the world in which he/she lives.
- Materials which entertain and which enhance the individual's enjoyment of life.
- Free and convenient access to ideas, information and the creative experience is of vital importance to every citizen today. The Ramsey Free Public Library, therefore, incorporates as part of this policy the American Library Association's Freedom to Read Statement.

The authority and the responsibility for the selection of library materials is delegated to the Library Director by the Board of Trustees and, under his/her direction, to the professional staff who are qualified for this activity by reason of education, training, and experience.

### Criteria for Selection:

Materials are evaluated as whole and not on the basis of a particular section or sections. Material will not be excluded from the library's collection because it presents an aspect of life honestly or because of frankness of expression.

While a single standard cannot be applied to each potential item for selection, materials are judged by appropriate criteria. In some instances, these criteria include artistic merit, scholarship, or the value of the material to the informational needs of the community. In other instances, the criterion may be substantial demand.

The selection criteria stated in this policy apply to purchased and donated materials.

### General Criteria:

- Relevance to community needs
- Potential and/or known demand for material
- Relative importance in comparison with existing materials in the collection on the same subject.
- Quality of writing, design, illustrations, or production.
- Timeliness and/or permanence of material.
- Suitability of subject, style, format, and reading and/or interest level for the intended audience.
- Reputation of the publisher or producer; authority and significance of the author, composer, etc.
- Reviews
- Availability and accessibility of the same material in BCCLS.

The following collection development sources may be utilized in the selection process.

- Library Journal
- Publishers Weekly
- Kirkus Reviews
- Choice
- School Library Journal
- Best Science Book and Films
- Newspaper Book Review
- Baker & Taylor Bibliographic File
- Library Holdings
- VOYA
- Wilson Children's Catalog
- Miscellaneous Sources as Appropriate

### Collection Maintenance

Outdated, seldom-used, or shabby items remaining in the collection can weaken a library as surely as insufficient or inappropriate acquisitions. Responsibility for collection maintenance and for the disposition of withdrawn materials rests with the Library Director and professional staff. Guidelines should complement, but not replace, individual professional judgment and the knowledge of community interests and informational requirements.

### Gifts

Gifts of books and other materials are accepted with the understanding that they may be used or disposed of at the Library's discretion. Titles acquired in this manner are subject to the basic standards of selection. The cost of processing and the availability of shelving space are also factors in determining the acceptance of gifts. The Library does not provide evaluations of gifts for tax deductions or other purposes.

### Reconsideration of Materials

Requests for Reconsideration may be placed only by individual residents. Organizations or groups are not eligible to file Request for Reconsideration of Library Resources forms on behalf of their members. To request reconsideration of a library item for possible removal from the collection, a Ramsey resident must complete a request for reconsideration form. This form is available on the library's website and at the Circulation Desks. The Director, or a member of the staff designated by the Director, will review the Request for Evaluation of Library Materials form(s) taking into consideration the Library Materials Selection Policy and review sources. The Director will respond to the patron in writing within thirty days of the date of receipt of the completed Request for Evaluation of Library Materials form(s). Accompanying the decision will be copies of relevant reviews, the Library Materials Selection Policy, the Library Bill of Rights, and/or the Freedom to Read and Freedom to View statements. The Director will provide the Library Board with a copy of the completed Request for Evaluation of Library Materials form(s) and the written response(s).

The decision of the Director may be appealed by the person submitting the Request for Evaluation of Library Materials form(s) in writing to the Library Board within thirty (30) days after initial receipt of the Director's decision. The Board will evaluate in an open meeting the work according to criteria in the Library Collection Development Policy within three Board meetings from the date the appeal is received. After the evaluation, the Library Board will notify the patron by mail

of its decision. All decisions by the Board are final.

Until such review takes place and a decision is made, no removal or restriction of the questioned item(s) shall take place. Additional challenges to a title the Board of Trustees has made an appeal decision on will not be accepted for twenty-four months from the date of initial Board review.

*Policy approved by the Ramsey Free Public Library Board of Trustees on June 12th, 2023.*