# Purpose

# The policy provides guidance, within budgetary and space limitations, for the selection and evaluation of materials which meet the needs and interests of the Greene community. As community needs and interests change, the library will reassess and adapt its collection. The Library upholds the right of the individual to obtain information, consistent with the Library Bill of Rights of the American Library Association. It directly relates the collection to the Julia Adams Morse Memorial Library’s mission statement.

# Library Mission

To engage the community in literacy and to promote life-long learning by providing a collection of materials and programs that reflect the needs and interests of our community.

# Selection

The Library Director has final responsibility for the selection of materials.

# Scope of collection

The library seeks to offer a broad choice of circulating print and non-print materials to accommodate the diversity of tastes, reading levels and interests of users of all ages.

Library staff selects materials for children and teenagers with the intent to support recreational reading, facilitate reading skills, supplement their educational needs, widen their interests, and foster appreciation of literature.

Given the size and physical layout of the library, adult materials in the Library’s collection may come into the possession of minors. Parents and legal guardians assume the responsibility for supervising the reading, listening, and viewing of library materials by their children.

# Criteria for collection

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.

* Relevance to interests and needs of the community.
* Popular appeal, extent of publicity, critical review and current or anticipated demand.
* Reputation and qualifications of one of the creators of the work, with preference generally given to titles vetted in the editing and publishing industry.
* Current or historical significance of the author or subject
* Accuracy and timeliness
* Suitability of format to library circulation and use
* Published evaluations or reviews
* Items of local interest
* Contribution to diversity of collections
* Receipt of, or nomination for, major awards or prizes
* Quality of production
* Price, availability, and Library materials budget

**Suggestions for purchase**

The library welcomes recommendations or requests for additions to the collection from staff and the public. All suggestions for purchase are subject to the same selection criteria as other materials.

# Requests for Reconsideration

Patrons wishing to recommend the removal or reclassification of a particular item in the collection may submit a Request for Reconsideration of Library Resources Form. The Library Director and staff will review the request, bearing in mind the Library’s mission statement and the selection criteria of the collection development policy. After evaluating any supporting information submitted by the patron and the staff, the Library Director will respond within 30 business days of receiving the request. The library will not remove the item in question during the reconsideration process.

If the Librarian and the individual cannot reach a satisfactory resolution, the individual may an appeal to the library’s Board of Trustees, which will have the final authority to resolve the matter.

# Collection Maintenance

In addition to acquiring new materials, it is important to remove those items no longer useful or relevant. This policy provides authority for the regular evaluation of the existing collection and withdrawal of worn, obsolete or infrequently used materials to promote access to an appealing and relevant collection.

Library staff systematically reviews the collection with the goal of maintaining the quality and vitality of library resources. This process of collection analysis incorporates the use of output measures, circulation reports, and other information for continuous collection evaluation.

Criteria for weeding and withdrawal

* Damage or poor condition
* No longer relevant to the needs and interest of the community
* Infrequent use and lack of demand
* Availability elsewhere including other libraries and online
* Available space

# Gifts

The Library welcomes gifts of books and other materials that meet the item donation criteria. Library staff and/or designated volunteers make all decisions as to the use, housing, and final disposition of donations. The library reserves the right to refuse any donations of materials. Donations not added to the collection may be sold or discarded. Proceeds from the sales of donated materials go the Friends of the Julia Adams Morse Library, unless otherwise specified by the donor. The Library does not evaluate or appraise gift materials for tax purposes.

# Independently published material

This can include materials that are self-published/produced, or items published through a vanity press company. The library looks for material with regional connections and collection relevance that will appeal to a wide audience.

**Donations**

The Library is happy to accept donations of new books and used books in good condition, as well as donations of other material in good condition such as toys, puzzles, DVDs, and CDs. Once items are donated to the Library they become Library property and may be used in whatever manner the Library deems appropriate. Items not added to the library collections may be sold, given away or discarded. We do not accept: Encyclopedias, Cassettes, VHS tapes, computer software, or textbooks more than 5 years old.