

Collection Development Policy Lewiston City Library

Mission Statement

The mission of the Lewiston City Library is to provide the people of Lewiston with free and open access to knowledge, ideas, and information and to support them in their pursuit of learning.

Purpose

The intention of this policy is to help guide selectors in the process of evaluating and selecting materials which anticipate and satisfy the needs of the citizens of Lewiston; as well as to provide an explanation of the collection development process to library staff and patrons.

Responsibility for Materials Selection

Final selection of materials is the responsibility of the Library Director who oversees the process of collection development regardless of the mode of acquisition. It is the Director's responsibility to provide materials that are of both current interest and permanent value, that are up-to-date, that are responsive to the interests and needs of every segment of the community and that do not discriminate against any political, religious, economic, or social view or group through deliberate exclusion of their views. Delegation of others to participate in the selection of materials is based on education, training and expertise. All staff members, as well as members of the general public, are encouraged to suggest and recommend materials to be considered for purchase.

Criteria for Selection

Selection of materials, purchased or donated, are based on the informational, educational, or recreational need of the community and is dependent on space, budget, and availability. Reviews in professional journals are used in the selection process and are sought whenever possible. However, the lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Material will be judged on the basis of the content and style of the work as a whole, not by selected portions or passages.

General Criteria:

- Contemporary significance or permanent value
- Price, availability, and demand.
- Physical durability, attractiveness, and technical merit of the format.
- Suitability of subject, style, and reading level for intended audience.
- Attention to critics, reviews, public opinion, and professional selection aids.
- Importance as a document of the times (publication date) and/or historical value.
- Reputation and/or significance of the author, producer, or publisher.
- Literary, artistic, historical, scientific, or intellectual merit.
- Prizes, awards, or honors received.
- Relationship to existing collection and other materials on the subject.
- Availability and accessibility of the same material within the VALNet Consortium.

Criteria for Local or Special Collections:

The Library maintains several special collections to serve the needs of the public. The Local History and Genealogy collection is designed to serve the needs of patrons interested in genealogy and the history of the local area. The Library actively solicits materials for this collection and any publications relating to local history shall be purchased, if possible.

Collection Maintenance

Maintenance of the collection insures that materials found in the library are useful and accessible. Collections should change over time to meet the changing needs of the community, the advancement of information, changes in the world and goals of the library.

Items are evaluated and withdrawn based on, but not limited to:

- Materials that are no longer factual, accurate, or timely
- Materials that are badly damaged or worn-out from use
- Availability of newer, more comprehensive or more accessible material
- Relevance and scope of materials within the collection
- Ease of borrowing materials from other libraries
- Date of last circulation and number of circulations
- Number of copies in the collection

Replacement of Withdrawn Materials

To maintain the effectiveness of the library's total collection, the library will attempt to systematically remove materials no longer useful. The library does not automatically replace all materials withdrawn because of loss, damage or wear. Need for replacement is weighed with regard to several factors: number of duplicate copies, existence of adequate coverage of a field, similar material in the collection, later or more authoritative materials as well as current demand for the particular subject of title.

Disposal of Weeded and Gift Materials

Library materials both purchased and donated that have been withdrawn from the collection and judged by the Library Director and staff to have possible resale value, shall be kept for the Friends of the Library book sales. Materials unsuitable for sale by the Friends of the Library shall be recycled or thrown away.

Donated Materials

Donations of books and other materials are accepted with the understanding that the items become the property of the Lewiston Library upon receipt and cannot be returned. Donated items may be added to the collection, transferred to the Friends of the Library through City Council action or disposed of. Items acquired through donations are subject to the Library's policies with the same guidelines and procedures that are applied to materials purchased with library operating funds.

Monetary gifts may be made to the library in memory or in honor of an individual. While the subject matter of a memorial gift or specific title may be suggested by the donor, the library staff selects and purchases the book. Upon request, a book plate will be placed in the book to honor the individual.

Donations will be acknowledged with a receipt that indicates the number and type of items donated. The library cannot make a determination of value of the donation or act as an appraiser pursuant to The Tax Reform Act of 1984, Sec. 155a. The library maintains the right to refuse donations at any time.

Challenged Materials

Citizens of the Lewiston community represent a wide variety of cultural, educational, ethnic, religious, political, and financial backgrounds. The Library is committed to providing access to materials and information sources that reflect and respond to the diverse interests of the population that it serves. Thus, controversial materials may be collected in the natural course of providing a wide range of ideas and points of view. Responsibility for the reading and viewing of materials of children and adolescents rests with their parents or legal guardians.

The Lewiston Library Board of Trustees supports intellectual freedom and has adopted the following statements as policy: the Library Bill of Rights; the ALA Intellectual Freedom Statement; and the “Freedom to View” statement of the American Film and Video Association.

Reconsideration of Materials

Any individual is welcome to comment on and discuss library materials, but the formal process initiated by the Request for Reconsideration form is limited to Lewiston City residents or those who pay property taxes on real property within the city limits.

1. When a Lewiston citizen requests that materials be withdrawn from the collection, they may register a verbal complaint with the Library Director. The Director will consider the complaint in light of the library Collection Development Policy.
2. If a patron wishes to continue the complaint, he or she will be invited to complete a Materials Selection Inquiry form. A copy of the form is included in the appendices to this policy.
3. The Materials Selection Inquiry form will then be submitted to the Chair of the Library Board who will appoint a committee at the next regular Library Board meeting to re-evaluate the materials in question and make a recommendation to the full Board.
4. The full Library Board will meet to take action on the committee’s recommendation. The Library Board’s decision on the matter shall be final.
5. No materials will be removed from the collection without the action of the Library Board of Trustees. During the process of reconsideration, the materials in question shall remain on the library shelf.

Appendices to this policy:

- Library Bill of Rights
- ALA Intellectual Freedom Statement
- Freedom to View” statement of the American Film and Video Association
- Freedom to Read statement of the American Library Association
- Materials Selection Inquiry form

*Approved by the Lewiston Library Board of Trustees
May 16, 2012*