

Solon Public Library - Collection Development Policy

Purpose of the Policy

To support the mission of the Solon Public Library, materials are selected to provide current, high-demand, high-interest materials for reading, viewing, and listening for patrons of all ages. In addition, the Solon Public Library is committed to providing an educational support center and a place for social and cultural exchange. This policy serves as a guide for the Library Director in the selection of materials and the development and maintenance of the collection

Responsibility for Collection Development

The responsibility for collection development lies with the Library Director. The library staff, using their professional education and training, assists the director in the principles and practices of materials selection.

Criteria for Selection

The Solon Library supports intellectual freedom and has adopted the following statements as policy: ALA Freedom to Read Statement and the ALA Library Bill of Rights.

Each type of material must be considered in terms of its own merit and the audience for whom it is intended. The library strives to offer the widest possible range of subjects and views in a variety of formats, treatments and levels of difficulty, within the limits of cost and space and considering current holdings and demand. Collection development will support the priorities of the library's long-term plan.

Reviews in professionally recognized resources are a primary source for material selection. Standard bibliographies, book lists by recognized authorities and the advice of people competent in specific areas will also be used. Recommendations from the general public, volunteers and staff members will also be considered.

Resources available in other local libraries will not be needlessly duplicated. The library provides curricular materials only when these also serve the general public.

The Solon Library participates in programs designed to provide patrons with access to materials not owned, such as interlibrary loan and reciprocal borrowing agreements. Internet resources are also provided.

Gifts

The Solon Library welcomes gifts of books and other library materials or money tagged to purchase specific materials. The library staff does retain the right to use or not to use donated materials, depending on library needs.

Books or other library materials accepted for the collection, which are given as special gifts or memorials shall carry a gift plate identifying the donor and/or the person in whose memory the gift was made, if the donor requests this recognition. The library is under no obligation, however, to replace these gifts if they are lost, damaged or worn, or to keep them after they have become obsolete or are of no further value to the library.

Special collections will not be shelved as separate physical entities. Such collections will be accepted only with the understanding that they will be integrated into the general collection.

Collection Maintenance

Regular analysis of the use of the collection, the needs and interests of the community, request and reserve lists, as well as the availability of similar materials, the cost and physical condition of the specific volumes, the cost and availability of specific titles and physical space available will be considered in determining the number of copies of each title that the library should have and when a volume should be replaced, repaired, or withdrawn.

The ongoing review of the collection is essential to identify: 1) physically deteriorated material; 2) obsolete materials; 3) areas where additional material is needed; 4) areas where less material is needed; and 5) items missing from the collection. Materials that are showing age or are damaged will be withdrawn, or when appropriate, repaired, rebound or replaced.

The library endorses the concept of recycling of printed materials and tries to use or dispose of materials in a manner that fosters this concept.

Challenges to Materials

The Solon Library subscribes to the general principles embodied in the Freedom to Read and the Library Bill of Rights statements prepared by the American Library Association.

The patron's choice of library materials for personal use is an individual matter. Responsibility for the use of materials by children and adolescents rests with their

parents or legal guardians. While a person may reject materials for himself or herself and for his or her children, he or she cannot exercise censorship to restrict access to materials by others.

The library will not remove specific titles solely because individuals or groups may find them objectionable. Patrons with complaints or concerns need to fill out a form (copy attached) and make an appointment to meet first with the Library Director and then with the Library Board, if further action is required.

Reviewed and approved 7/2015, August, 27, 2018

Request for Reconsideration of Library Resources

Write a paragraph here identifying who in your library is authorized to use this form – director, board of trustees – and to whom to return the form.

Include the following elements:

Date

Name

Complete Mailing Address

Phone Number

E-mail Address

Do you represent yourself? An organization?

1. Type of resource on which you are commenting: Book, Textbook, Video, Display, Magazine, Library Program, Audio Recording, Newspaper, Electronic Information, Other.

Request for Reconsideration - Page 2

Title of resource:

Author/Producer:

2. What brought this resource to your attention?

3. Have you examined the entire resource?

4. What concerns you about the resource? (Use other side or additional pages if necessary.)

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

Based on a form revised by the ALA Intellectual Freedom Committee, June 27, 1995, the latest version as of 2008.