Collection Development Policy

Mission

Samuels Public Library brings people, information, and ideas together to enrich lives and build community.

To meet this mission, the Library has developed procedures for selecting, evaluating, re-evaluating, and withdrawing materials. These procedures are intended to ensure that the collection reflects a multitude of ideas, and that materials are available in diverse media formats, and include both fiction or nonfiction.

Responsibility

Authority for determining policy in the selection and acquisition of materials is vested in the Samuels Public Library's Board of Trustees. The responsibility for material selection rests with the Samuels Public Library director, functioning within the framework of policies determined by the Board of Trustees and assisted by members of the staff who are qualified by reason of education and training.

Selection

Samuels Public Library's collection reflects current and popular materials for a variety of uses. The Library's selectors choose materials for a wide range of interests using industry reviews and statistics. Materials are selected to present an array of opinions on a subject and are judged as a whole rather than on isolated passages. Books and materials are selected according to intrinsic merit, subject treatment, community interest, and contribution to a balanced collection in the Library. The volume and nature of requests for access to Library materials by members of the public is a significant factor in selection. Selection of materials by the Library does not mean endorsement of the contents or of views expressed in those materials.

Suggestions from the public regarding selection of materials are encouraged and will be reviewed by library staff and held to the same selection criteria. Flexibility and open-mindedness are exercised during the evaluation process. The following factors are considered in selecting materials for the collection:

- Authority of author or publisher
- Significance of subject matter
- Accuracy of information, presentation, subject
- Literary merit, readability, artistic quality
- Potential or known demand
- Importance to total collection
- Inclusion in bibliographies, lists, review media
- Availability elsewhere in community
- Price
- Format

Independently published materials will be considered for selection and are likely to be added when a title meets one or more of these criteria in addition to those listed above:

- Regional connection
- Relevance to the general collection
- Wide audience appeal
- Positive review in a library review journal or a local paper
- Available for purchase through an established distributor

In addition, materials considered for the Local History Collection will be evaluated according to factors including:

- Relevance to Front Royal or Warren County
- Research or informational value
- Appropriateness for a public-library research collection
- Physical condition
- Ability of the Library to safely house and provide access to the material
- Available space
- Duplication of materials already held by the Library or readily available elsewhere
- Availability of the information in reliable digital form
- Cost and staff resources required to organize, maintain, or provide access to the material
- Need for special environmental conditions, security, conservation, or preservation
- Suitability for referral to another repository

Gifts and Donation

Samuels Public Library accepts donations and materials from patrons. The Library reserves the right to incorporate donated materials into its collection, to sell them in the Friends of Samuels Library (FOSL) Bookstore and sale, or to dispose of them as the staff sees fit. The Library will not accept donations if the donor places restrictions on the disposition of the material. Materials left for donation will be evaluated according to this policy. Donors should not assume that materials will be added to the Library's collections simply because they have been left at the Library. The Library cannot place monetary value on donated materials, as it is an interested party in the transaction. When a donor requests it, a receipt noting the amount of material accepted is given. Questions about how donations are received should be referred to the Library Director or Adult Services Librarian.

Collection Maintenance

Library materials are owned by Samuels Public Library. Outdated materials, low-demand materials, and worn or damaged materials will be removed from the Library collection.

Access to Borrowers

Anyone is free to select or reject materials for themselves. No individual or group may restrict another person's access or use of Samuels Public Library materials, information, and resources. Parents and guardians have the responsibility of guiding and directing the reading, listening, and viewing choices of their children or adolescents. Selection of adult collection materials will not be inhibited by the possibility that the items may be accessed by minors.

Reconsideration

Any active Warren County cardholder has the right to request reconsideration of Library offerings. The procedure and paperwork to file a request is available at all Samuels Library service desks. Only one active request from a cardholder will be accepted at any one time.

For the request to be considered, the requester must

- Have a valid Samuels Public Library card
- Be a resident of Warren County, VA
- Complete the Request for Reconsideration form in its entirety
- Have read, listened to, and/or viewed the material being challenged in full
- Abide by the Samuels Public Library Rules of Conduct

All decisions that have followed the reconsideration procedure will remain in effect for 10 years from the date of that decision. If any person submits a form for reconsideration and the reason for reconsideration is identical to the previous reconsideration upon which a decision has been issued, the existing decision shall remain in effect.

Samuels Public Library observes the principles of the American Library Association's *Library Bill of Rights* and the *Freedom to Read Statement* and interprets these statements to include all Library materials regardless of format.

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