



Collection Development Policy

Board approved: February 10, 2004

Updated & Board approved: 4/14/2020

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In conjunction with the following mission statement, the Centralia Municipal Library District Library Board of Trustees has approved the following collection development policy. The purpose of this policy is to guide the management of library collections and to explain to the public our philosophy with regard to collection development.

The mission of Centralia Municipal Library District is to provide its patrons and community with materials, programs and services to enhance their lives.

Summary Community Profile

Centralia Municipal Library District is located in Centralia Missouri. Centralia Municipal Library District serves a population of **4,053** (2020 Census legal service population) with the library being located at 210 S. Jefferson St. The library also operates an outreach program to local daycares, nursing homes, and homebound patrons who live in the library district.

The Library's service area is home to an increasingly diverse population. As community needs arise, the library strives to develop appropriate collections to meet the needs of the entire population.

Collection Responsibility

Final responsibility for the collection rests with the Board of Trustees. The Board has delegated this responsibility to the library director, who, in turn, delegates specific collection management tasks to the library staff, as follows:

- Adult fiction, Audiobook CDs, e-Book & e-Audiobook collection is the responsibility of the current Adult Services Librarian.
- All materials for youth (aged Pre-K to 17 yrs) is the responsibility of the current Youth Services Librarian.
- Adult non-fiction, DVDs and Reference material collection is the responsibility of the current Adult non-fiction librarian/Cataloger.

Budget

Upon approval by its Board of Trustees, the library annually provides a formal allocation of funds for library books and materials based on a collection development plan, outlined fully in the yearly budget.

Collection Management

Materials are selected representing different points of view, including political, social or religious views that might be controversial or objectionable to some. Selection of materials by the Library does not constitute endorsement of the materials' content or the views expressed.

The Library participates in resource sharing with other institutions through its Interlibrary Loan service, reciprocal borrowing agreements, and access to Internet resources, in an attempt to fulfill requests for materials not added to the Library's Collection.

Material selection is based on awareness of community interests and concerns, national and international issues and events, publishing trends, societal trends, and the professional judgment of selectors regarding the material's value to the Library's collection. Selectors can consider many criteria when reaching a decision to purchase materials.

Following are examples of criteria considered and items reviewed in the material selection process:

- reviews from professional journals, magazines, newspapers or other sources
- expressed or anticipated patron demand
- timeliness or permanence of materials
- quality, accuracy or authenticity of materials
- scope and depth of our present collection and the availability of materials at other libraries in the area
- reputation or authority of an author, illustrator or publisher
- appropriateness to the interests and skills of the intended user
- format suitable for inclusion in our public library collection
- space constraints and the ability to house materials
- price of materials and budget guidelines and constraints
- publication date of materials
- availability of materials

Systematic weeding of the collection is required of every selector in order to keep the collection responsive to patrons' need, to ensure its vitality and usefulness, and to make room for newer materials. Library staff may withdraw titles because of loss or physical damage. An item is considered for discard when it is (1) obsolete or outdated; (2) physically deteriorated or damaged; (3) no longer circulating; (4) one of many copies of a formerly popular title.

Donations

Centralia Municipal Library District encourages and accepts gifts and donations, with the understanding that materials will be added to the collection only if they meet the same criteria for selection used for purchased materials. Once a gift is accepted by Centralia Municipal Library District, it becomes the property of the library, to be used or disposed of in accordance with the policies established by the Board of Trustees. The library discourages conditional gifts, but the Board of Trustees may approve special arrangements. The library will provide the donor with an acknowledgment letter (to serve as a tax receipt). However, the library is not permitted to place a value on donations.

Request(s) for Purchase

Centralia Municipal Library District welcomes recommendations from the public for purchase of materials. We want to hear from you and will let you know whether or not we can buy the suggested material. Requests are given consideration based on the selection criteria set out in this document and the collection development procedures established by the library staff. In some cases, CPL may opt to borrow an item rather than purchase it. This is especially true for out-of-print or outdated items.

Age ranges (statements required by Missouri Regulation 15 CSR 30-200.015)

The CPL collection for patrons under age 18 are split into these specific areas:

- **Joyce Miller Children's room** - birth to 4th grade
 - **BEG** on a material spine means "board books" which are generally for patrons from birth to Pre-K.
 - **E** on a material spine means "elementary" which are generally for patrons in 1st to 4th grades.
- **CPL Teen area** - includes two specific collections
 - Juvenile - **J** or **JUV** on a material spine means "juvenile" which are generally for patrons in 5th to 8th grades.
 - Young adult - **Y** or **YA** on a material spine means "young adult" which are generally for patrons in 9th grade & up.

There may be some variation in the age appropriateness of each collection. In general, decisions to place particular items in the collections are done by the standard of the average person, applying contemporary community standards nationwide, would find that the material, taken as a whole, has a tendency to appeal to ages birth through 4th grades for "BEG or E" materials, 5th through 8th grade for "J or JUV" materials, and 9th grade and above for "Y or YA" materials; and/or the publisher's suggested age range, if available.

While separate collections are available for children and young people, it is not the responsibility of CPL, its Board of Trustees, staff or volunteers to determine which collection they should use or what item in the collection is suitable for an individual.

Request(s) for Reconsideration

From time to time, a patron may be concerned about a particular book or other material in the Library. If a patron wants us to reconsider material that is in our collection, a Reconsideration form may be requested from the library staff. This form should be filled out by a patron who resides in the CPL Library district and either returned to the staff member or mailed to the Director of the Library.

You will find a map of our library district on our website: (www.centraliapubliclibrary.com) Go to the *>About* dropdown menu at the top of our Home page and select *CPL Library district map*. The Director, along with the library staff, will consider the written request and will respond in writing or email as to the library's decision about the item in question. The Director will notify the Board of Trustees of any such request(s) and deposition thereof. However, if a patron is not satisfied with the disposition, he or she may request that the Board of Trustees review the decision at a regularly scheduled Board meeting.

Standards and Intellectual Freedom

CPL supports the ALA Library Bill of Rights, Freedom to Read Statement, and the Freedom to View Statement in providing free and open access to our materials for all age groups. Patrons are free to reject for themselves materials of which they do not approve, however they should not exercise this right to censor or restrict the freedom of access for others.

Children are not restricted to particular areas of the Library. Our staff does not monitor the materials that children choose. Libraries must meet the diverse needs of everyone in their community. They cannot overrule the rights and responsibilities of individuals by deciding who does or doesn't have access to library materials. The responsibility for the reading or viewing choices of children rests entirely with parents or legal guardians.

In considering which materials to place in the Library, we will not automatically include or exclude an item based on any of the following criteria:

- race, religion, nationality, ethnicity, gender, social, or political views
- frankness or coarseness of language
- controversial or objectionable nature of an item
- endorsement or disapproval of an item by any individual or organization in the community

Revision

This policy outlines the principles that guide the library's collection development in the long term. Annual goals and areas of focus may vary from year to year according to funds available, the demands of patrons and the perceived strengths and weaknesses of the library's collections and services. Annual priorities are described in each year's projected budget.