



Collection Development Policy

Board approved: February 10, 2004

Updated: 4/14/2020

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 approximately **4,200** 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 the library staff.

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.

Selection

There is no single standard that can be applied in all cases when making a selection decision.

However, standard criteria such as literary merit, enduring value, accuracy, authority, social significance, importance of the subject matter to the collection, cost, scarcity of material on the subject, and availability of the same or similar materials nearby, are often used when making a selection decision. Tools used in selection include professional journals, trade journals, subject bibliographies, publishers' catalogs, and reviews from reputable sources. Although the library offers a collection representing diverse points of view, it does not specifically endorse any particular author, belief, or view by selection of materials.

Material Formats

The library will provide a wide selection of print, non-print, and electronic resources in order to serve a broad spectrum of users. The library will develop a well-rounded collection of materials in the most appropriate formats for library use. Current formats include book, newspaper, microfilm, DVD, audio books on CD, periodicals, and Electronic materials. Innovative formats will be acquired and made accessible as they are judged relevant to the collection and the community and as funds allow.

Evaluation

Evaluation of library material ensures the development and maintenance of a well-rounded collection. One method of evaluation includes the use of professional tools such as "best" lists, reviews, best seller lists, usage statistics and requests. Additionally, the collection will be compared to standard bibliographic tools such as Public Library Catalog, Fiction Catalog, and Children's Catalog. Another method of evaluation draws upon the professional knowledge of librarians regarding patron needs and interests. Suggestions from patrons are a welcome means of identifying specific collection areas that require development or maintenance.

Weeding

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 arrangement. 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. Requests are given consideration based on the selection criteria set out in this document and the collection development procedures established by the library staff.

Request(s) for Reconsideration

Patrons who wish to request the removal or relocation of library resources in any format will be provided with a Book Challenge form. The Director, along with the library staff, will consider the written request and will respond in writing as to the library's decision about the item in question. The Director will apprise the Board of Trustees of any such request(s) and disposition 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

Centralia Municipal Library District supports the latest revision of the Missouri Standards for Public Library Service, adopted by the Missouri Library Association. It also endorses the latest revisions of the Library Bill of Rights, the Code of Ethics, and the Freedom to Read, adopted by the American Library Association. As much as it is practical, the library will follow the practices and procedures set out in the latest edition of the Intellectual Freedom Manual written by the American Library Association.

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.