



Collection Development Policies

Shelby County Public Library

Approved March 7, 2024

Mission Statement

The Shelby County Public Library is a community resource committed to promoting lifelong learning and facilitating discovery. The ultimate responsibility for materials selection rests with the Library Director who operates within the policies determined by the Board of Trustees. The Library Director delegates the responsibilities for specific subject areas and formats regarding the evaluation, acquisition, retention, and withdrawal of materials.

Selection Policy

Format

Materials are purchased in the most appropriate format for library use. Formats include print, audiovisual, digital, and multimedia materials. The library monitors the development of new formats and, within budgetary and technical limitations, adds these to the collection. Choice of new formats will be based on patron demand, community trends, new product development, and positive critical reviews.

Material Selection

The Shelby County Public Library selects library materials according to the following criteria.

Criteria considered, but not limited to, in the selection of nonfiction materials:

- Accuracy and authoritativeness
- Clarity and readability
- Importance of subject matter to the collection
- Availability of the material elsewhere
- Publisher*
- Timeliness or permanence of the work
- Cost

Criteria considered, but not limited to, in the selection of non-circulating nonfiction materials:

- Local historical significance
- Accuracy
- Importance of subject matter to the collection



Criteria considered, but not limited to, in selecting fictional works are:

- Artistic expression
- Originality and imagination
- Publisher*
- Cost
- Potential amount of circulation

*All the above criteria apply to self-published material, which will be looked at with a more critical eye. We also consider the quality of binding and editing of the material.

The library may limit the number of copies to maintain the breadth of the collection.

Weeding Policy

Weeding may include replacing materials, updating editions, or discarding items. Weeding is a continual process and a necessary component of collection development. The library does not serve an archival function. The library collection should be fresh, vibrant, and attractive.

Criteria for weeding an item include:

- Physical condition
- Other materials on the same topic in the collection and consortium
- Space
- Inconsistency with current selection criteria
- Circulation statistics

Reconsideration of Materials Policy

The library serves a pluralistic community and materials acceptable to one patron may not be acceptable to another. The Library Board of Trustees believes that individuals may reject library materials for themselves which they do not approve of; however, individuals do not have the right to restrict the freedom of others to use those materials. Furthermore, in accordance with the Library Bill of Rights and the Freedom to Read Statement from the American Library Association, all library users have a First Amendment right to read, view, and listen to library resources. Nevertheless, the library permits patrons in its service area to request that materials be reviewed for reconsideration.

A form, which may be obtained from any circulation desk within the library, is provided for patrons wishing to formally request that the library staff reconsider a specific work currently in the collection. The patron may complete the form (one form per title) and submit it to the library. The library reconsideration committee (could be composed of library staff, community members,



and representatives from county schools who shall remain anonymous) will review the title according to the selection criteria set forth in the library's collection development policy. Within a month, the committee will decide on the resource, and the library director will respond to the patron. If the patron has further concerns after receiving communication, the patron may then send a letter to the library board to be read at the next regular meeting. Following any appeals to the library board, decisions will be set as final and further requests for reconsideration on the material will not be heard for at least 3 years.

Gifts and Donations Policy

The Shelby County Public Library accepts gifts and donations once per quarter. Donations will not be accepted at other times of year. (Genealogy and Local History items may be donated at any time.)

The library retains the right to determine where donated items will be utilized. The library limits donations based on condition and age. Items that will not be accepted are:

- CDs
- Encyclopedias, technical books, textbooks, or travel guides
- Magazines
- Newspapers
- Nonfiction older than 5 years
- Periodicals
- Reader's Digest condensed books
- Technology and medical books
- VHS tapes
- Illegal copies of materials

Any materials donated to the library legally and physically become the permanent property of the library. Records of family and local history also become the permanent property of the library. Files may be digitized and included in an online database.

The library will not appraise donated books for tax purposes. The library will provide (upon request) a receipt for tax purposes of the donor with a space for the donor's estimated value of the materials.

Memorials Gifts Policy

Individuals or groups may wish to make donations to the Shelby County Public Library in memory of a friend or relative.

Memorial donations are used to purchase materials or to fund programs, depending on the wishes of the donor.