



WATERFORD

PUBLIC LIBRARY

Know and Grow, for the Journey Ahead

WATERFORD PUBLIC LIBRARY: Collection Development Policy

Approved by the Board of Trustees: June 18, 2023

Purpose

The Waterford Public Library's mission is to be a welcoming and trusted community resource. We offer open access to ideas, knowledge, technology and opportunities for all ages. The library is committed to protecting intellectual freedom, promoting lifelong learning, and providing materials and resources that accomplish these objectives.

Policy

1. Material selection
 - a. Materials in the library's collection are chosen for their relevance in meeting the diverse intellectual, cultural and recreational needs of the community. The library also recognizes its responsibility to provide materials presenting diverse points of view. Practical considerations in the selection of materials also include budget constraints, relative size of each subject area and the availability of materials within the network and through inter-library loan.
2. Responsibility for material selection
 - a. The ultimate responsibility for material selection, as for all library activities, lies with the Director, who operates within the framework of policies determined by the Board of Library Trustees.
3. Scope of the collection
 - a. The Waterford Public Library collects materials in many formats. The scope of the collection is inclusive and presents different points of view. An effort is made to appeal to all age groups.
4. Selection Process
 - a. The material selection process follows established professional standards and does not reflect the personal interest or bias of any individual. Materials selection is based on numerous criteria, including specific relevance to the school district residents of Waterford, current usefulness, popular demand or permanent value.

- b. The library welcomes comments from the public regarding the selection of materials. Final decisions on additions to the collection are made in accordance with this collection development policy. All suggestions will be considered in relation to the overall collection, budget constraints and regional availability.
- 5. Reconsideration of materials
 - a. A patron who would like a title reviewed for either inclusion or exclusion from the collection may submit a written Request for Reconsideration Form to the Director. The Director will consider the request in light of the library's goals, guiding philosophy (including the referenced statements of the American Library Association) selection criteria, collection assessment data, and collection profiles. The Trustees will review appeals of the Director's decisions and shall use the same factors to inform their decision.
- 6. Maintaining the collection
 - a. The Director will continually evaluate materials to ensure a usable and vital collection. Materials will be discarded on the basis of numerous criteria, including condition, outdated information, space restrictions and usage statistics.
- 7. Review of collection development policy
 - a. To maintain a dynamic materials selection program, which reflects current community needs and developments in library management, this policy shall be regularly evaluated by the Board of Trustees with input from the Director.