

Collection Development Plan

Section 1: Purpose

This Collection Development Plan sets broad guidelines for the selection of materials for, and the weeding of materials from, the Garden City Public Library's collection in support of the Library's mission. The goal of these guidelines is to aid Library staff in developing a well-rounded collection to meet the diverse educational, recreational, and business related needs of all the citizens of Garden City.

Section 2: Intellectual Freedom

The foundation of this Collection Development Plan shall be our Mission Statement and the following American Library Association positions: The [Library Bill of Rights](#), and The [Freedom to Read Statement](#).

Section 3: Objectives in the Selection of Materials

The goal of a well-rounded collection will be achieved by the meeting the following objectives:

1. Select materials in a variety of formats, including print, non-print, and technological;
2. Select materials to satisfy the community's needs as individuals and as members of groups, with concern given for all ages, backgrounds, interests, abilities, points of view, and education level;
3. Maintain a collection of materials old and new, classic and ephemeral, orthodox and unorthodox.

Section 4: Responsibility

Ultimate responsibility for the Library's collection rests with the Library Board. The Board has designated the Library Director to be the professional authority who interprets and guides the application of this plan in making day-to-day decisions. Under the Director's professional authority, such staff members as are qualified by education and training shall assist in the development of the collection, both in selecting and weeding materials.

Section 5: Criteria

Each material type shall be considered in terms of its own merits and the audience for whom it is intended. No single standard can be applied in all cases. Some material will be judged primarily in terms of artistic merit, scholarship, or cultural value. Other materials are judged in terms of how well they meet the recreational, informational, and general interests of the community. That being said, the following broad criteria will guide selection:

- ❖ Present and potential relevance to community needs
- ❖ Popularity of author, artist, or subject matter
- ❖ Reputation or significance of author, publisher, or producer
- ❖ Suitability of physical format
- ❖ Relationship to existing materials in the collection
- ❖ Local significance or interest
- ❖ Cost
- ❖ Literary merit and/or favorable reviews
- ❖ Quality of design/illustrations

Section 6: Citizen's Requests for Reconsideration

In acquiring materials representing various interests and points of view, the Library Board recognizes that some of the Library's collection will be deemed controversial or offensive by some patrons. The choice to borrow or use Library materials is a personal matter. Patrons may select or reject materials for themselves, but may not exercise censorship to restrict access to Library materials by others.

Citizens of Garden City who object to the inclusion of a specific item in the Library's collection may complete a **Citizen's Requests for Reconsideration Form**. Completed forms will be given to the Library Director who, assisted by the professional staff, will review the material and its appropriateness to the collection. The Director will respond in writing to the citizen and a copy will be forwarded to the Library Board. If the citizen is not satisfied with the written response, a formal Board hearing may be requested in writing.

Section 7: Weeding

Weeding is an essential component of the Collection Development plan. Considerations of space, time, and the collection's reputation and appeal compel us to weed out the damaged, unused, and out-of-date materials. Removing these items allows us to add the new, high-demand, current materials which the public seeks. However, weeding must not be random nor careless. Therefore, we will use the "CREW Method" (published by the American Library Association) as our guide to responsible weeding.

Section 8: Replacements

When a patron is billed for the replacement cost of a lost or damaged item, the Library will use its professional judgment to determine whether to replace that item with a new copy of the same title, or with another item which better serves the current needs of the collection.