

## Collection Development Policy

### **General selection principles and procedures**

Books and other library materials are ordered on a monthly basis. The Director orders using the library trustees and patron suggestions, book reviews, advertisements, library materials catalogs and publications.

The library strives to present materials representing all sides of an issue in a neutral unbiased manner. The existence of a particular viewpoint in the collection is an expression of the library's policy of intellectual freedom, not an endorsement of that particular point of view. The library provides service to all within the framework of its rules and regulations and does not knowingly discriminate in its materials selection on the basis of race, creed, gender, occupation, or financial position.

The Stanwood Public Library endorses the LIBRARY BILL OF RIGHTS and the FREEDOM TO READ STATEMENT of the American Library Association, both of which are included in this manual and intended to be part of this policy statement. (Reviewed and approved January 2020, Amended March 2, 2022)

### **Gift and donations**

The library is grateful for the generosity of persons who make gifts to the library which allows us to stretch our resources and make available items which would otherwise not be available to the community. Gifts of books and other materials are accepted with the understanding that items not added to the collection (such as those that are duplicates, outdated, in poor condition, etc.) may be disposed of through the library book sale or other means. Items accepted will be integrated with the library collection.

Monetary gifts will be used for the purpose specified by the donor. Non-monetary gifts other than books may be accepted with the understanding that the library is free to use them as needed and dispose of them if no longer needed. The library reserves the right to decline either monetary or non-monetary gifts if inappropriate or unneeded by the library.

No appraisals will be made for non-monetary gifts. On request, we will provide a statement for tax purpose describing the gift. (Reviewed and approved January 2020)

### **Weeding and inventories**

Weeding of the collection is an on-going process directly related to collection development. Materials that are worn, damaged, outdated, duplicated, or no longer used may be removed from the collection. Other factors taken into consideration are frequency of use, community interest, and availability of other material on the subject.

Inventories will be done every three years by the librarian. (Reviewed and approved January 2020)

### **Complaint and Reconsideration's Procedure**

In the event a patron requests that a specific work in the collection be removed by the library, the following action will be taken: The Librarian and the patron will discuss the patron's reason for the request, and the librarian will explain the library materials selection policy. If the patron is not satisfied, he/she will be provided with a copy of this policy and a complaint form to fill out, giving specific data required. Upon receiving the complaint form, the librarian will review the issues raised, materials being questioned, and circumstances involved. He/she will then present the complaint to the Board of Trustees and a decision will be made to remove or retain the material in question. The Board will resolve the matter with the guidelines of our Collection Development Policy and the Freedom to Read Statement. Materials will remain in circulation while under the challenge until a decision to remove them from the collection is made.

(Reviewed August 2010, Reviewed March 2015, Reviewed and approved January 2020, Amended March 2, 2022.)