



D-004

Richmond Heights Memorial Library COLLECTION DEVELOPMENT POLICY

RHML: MISSION STATEMENT

In the tradition of public libraries, the Richmond Heights Memorial Library provides a variety of materials and services to all citizens in our diverse community, which represents a wide range of economic, educational, and ethnic backgrounds. The Library's principal responsibility is to select, acquire, organize, and preserve a broad range of materials, including print, non-print, and electronic media sources for the education, intellectual stimulation, and pleasure of the entire community. The Library upholds the principles of intellectual freedom and the public's right to know by providing people of all ages with access and guidance to information and collections which reflect all points of view. Library services and programs are targeted to adults, young adults, and children. The Library encourages the use of its services and facilities by informing the public of their availability.

*Adopted by the RHML Library Board of Trustees January 16, 2001
Reviewed and adopted by Board of Trustees, March, 2015*

Overall Collection

Selection of materials across all RHML Collections is based upon recognition of the needs of the community and on the knowledge and ability of the professional Library Staff to recognize those needs and, using their command of current publishing trends and formats, seek out those materials which will fill those needs. Materials are purchased to serve children, young adults and adults of varying educational and skill levels. Though these categories are recognized as somewhat distinct, all areas of the Collection are drawn upon to serve any given patron. Therefore, cooperation and communication among selectors is essential in order to have the best possible collection without duplication of effort or materials and to prevent gaps in the collection.

In broad terms, the Children's, or Juvenile, collection is recommended for ages birth to 11, the Young Adult collection for ages 12 to 17, and the Adult collection for those 18 and over. Patrons are not limited to these age recommendations. All cardholders are welcome to check out any materials in our collections. Responsibility for a minor's reading must rest with the parent or guardian, not with the Library.

The Library maintains a policy that allows residents of the Richmond Heights Memorial Library district to request reconsideration of Library resources. See [D-002 Request for Reconsideration of Library Resources](#).



Circulating Collection

The following criteria are used in the selection of materials for the Library's Collection: popularity, literary merit, enduring value, accuracy, authoritativeness, social significance, importance of the subject matter to the Collection, cost, scarcity of material on the subject and availability elsewhere. Quality and suitability of the format are also considered. Selections are made with a constant awareness of the need to build a well-balanced collection that includes varying viewpoints and opinions.

Juvenile and Young Adult collections are selected by professional staff who serve those patrons. Adult collections are selected by professional staff who serve adult patrons. Responsibility for selection of materials is ultimately that of the Director who operates within the framework of policies determined by the Richmond Heights Memorial Library Board of Trustees. Selection tools used include professional review sources, newspaper reviews, and professional award organizations. Recommendations from patrons are also considered.

Interlibrary Loan service to resident patrons is also used for materials not available within the Consortium. All interlibrary loans will be considered for purchase by ordering staff, with particular attention paid to recently published items and items that are interlibrary-loaned frequently.

Audio-Visual Collections

The same selection criteria governing circulating print materials are also applied to the purchase of materials in this category.

New Formats

As new media and ways of accessing and/or viewing information and entertainment become available, each will be evaluated for inclusion in the Collection keeping in mind all previously mentioned criteria as well as fulfilling the role of the Library as an institution which facilitates the introduction of new technologies to the public.

Newspapers and Magazines

The same basic selection criteria governing circulating print materials are also applied to the purchase of materials in this category.

Electronic Resources Collection

The same selection criteria governing print sources apply to Electronic Information Resources. In addition to these considerations, the following criteria apply: timeliness in updating information, ease of use for public and staff, cost, and acceptable licensing agreements.

Internet Sites: The Library actively seeks out World Wide Web sites that offer reliable, useful information on subjects that are of use to the public. For children, the Library also seeks out World Wide Web sites of educational and entertainment value as well. These



sites are communicated to the public through a variety of means, including printed lists, one-on-one interactions with patrons and links from the Library Web Page.

Withdrawals

In order to maintain a current, relevant and useful collection, regular and ongoing evaluation and identification of materials for removal from the Collection is as important as selection. Criteria used to evaluate materials for de-selection include: outdated information, significant wear, lack of interest in a subject area demonstrated by lack of use, availability of newer and/or more reliable sources on a subject, and consideration of space available in the Library.

Items may be identified for repair, replacement, or retention based on the following criteria: enduring importance or literary value, continuing popularity with local population, lack of sources for replacement of an item or coverage of a subject.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the belief or affiliations of individuals or groups requesting their use.
7. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 18, 1948; amended February 2, 1961, and January 23, 1980, January 29, 2019; inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.