

Stillwater Public Library Collection Development Policy

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Part I: Policy

1. Purpose

The Stillwater Public Library's mission is to provide educational, informational, and recreational resources to patrons of all ages, cultural, and economic backgrounds. The library is committed to protecting intellectual freedom, promoting lifelong learning, and providing materials and resources that accomplish these objectives.

2. Material Selection

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 recognizes its responsibility to provide materials presenting diverse points of view. Selection also considers budget constraints, subject-area balance, and availability through the network and interlibrary loan.

3. Responsibility for Material Selection

The ultimate responsibility for material selection lies with the Director, operating within the policy framework established by the Board of Library Trustees.

4. Scope of the Collection

The Stillwater Public Library collects materials in many formats. The scope is inclusive and presents diverse points of view, with attention to appealing to all age groups.

5. Selection Process

The library follows professional standards and does not reflect personal bias. Criteria include relevance to Stillwater residents, usefulness, demand, and lasting value.

Public comments and suggestions are welcome and considered within budget constraints and overall collection context.

6. Reconsideration of Materials

Patrons may submit a Request for Reconsideration Form to the Director. Decisions are based on library goals, ALA statements, selection criteria, assessment data, and collection profiles.

Trustees review appeals using the same factors.

7. Maintaining the Collection

The Director continually evaluates materials to ensure a vital and useful collection. Discard criteria include condition, outdated content, space limits, and usage statistics.

8. Review of Collection Development Policy

To maintain a dynamic selection program, this policy is evaluated annually by the Board of Trustees with input from the Director.

Part II: Forms

Request for Reconsideration Form

Title or Item to Be Reconsidered:

Author/Creator:

Format:

Patron Name:

Address:

Phone:

Email:

Reason for Request:

Specific Pages/Sections of Concern:

Requested Action:

Signature:

Date:
