

# **GALVA PUBLIC LIBRARY COLLECTION DEVELOPMENT POLICY**

## **MISSION STATEMENT:**

Galva Public Library provides a welcoming space for children and teens to further their success in formal education and a place for adults to further their enjoyment of lifelong learning pursuits.

## **RESPONSIBILITY FOR COLLECTION DEVELOPMENT**

The Library Board of Trustees adopts the Collection Development Policy, which is the guideline for building the library's collection. The Board endorses the intellectual freedom statements as written by the American Library Association. The American Library Association's "Library Bill of Rights" (Appendix A), "Freedom to Read" (Appendix B), and the "Freedom to View" (Appendix C) are part of the selection principles, except as amended, modified, or otherwise interpreted for local application elsewhere in the policy statement or by board action.

Community and individual participation in collection development are encouraged and given serious consideration.

Selection of materials according to the Board's policy is the responsibility of the director.

## **SELECTION CRITERIA**

The main points considered in the selection of materials are:

1. Individual merit of each item
2. Popular appeal/demand
3. Suitability of material for the patrons
4. Existing library holdings
5. Budget

Reviews are a major source of information about new materials. The primary sources of reviews are the internet, patron requests and newspapers.

## **INTERLIBRARY LOAN**

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

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In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Galva Public Library agrees to lend its materials to other libraries through the same interlibrary loan network and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

### **GIFTS AND DONATIONS**

The library encourages gifts of materials or money to purchase them. Gift materials will be evaluated according to the criteria listed above to determine suitability for inclusion in the library's collection. Donors will be informed that materials not selected for inclusion in the library's collection will be disposed of.

### **WEEDING**

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

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