

Role Statement

Richland Library offers free access to resources and services to all members of the community without regard to race, gender, sexual orientation, religion, ability, age, national or ethnic origin, language, citizenship status, socioeconomic status, or political affiliation. The library strives to provide collections that represent a broad spectrum of knowledge, people and opinions, while supporting an opportunity for lifelong learning for our customers in a non-judgmental environment where the individual and their interests are brought together with the universe of ideas and information. We believe that free and convenient access to the world of ideas, information and the creative experience is imperative for the health and wellbeing of our community.

Collection development refers to the decision to add materials to the collection, retain materials already in the collection, withdraw materials from the collection, and choose materials for library programs, promotions and professional development. This policy exists to guide the library's collection development practices with a continued focus on the missions, priorities and commitments of Richland Library while also informing the public about the principles behind collection development decisions. Richland Library's collection policies and selection guidelines adhere to the principles of the Library Bill of Rights, the Freedom to Read Statement, and the Freedom to View Statement by the American Library Association (ALA):

<https://www.ala.org/advocacy/intfreedom/librarybill>

<https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

<https://www.ala.org/advocacy/intfreedom/freedomviewstatement>

Selection Guidelines

Selection of resources and materials is based on a variety of factors, including some of or all of the following considerations:

1. Popularity, timeliness and general interest or demand in the community
2. Contemporary or historical significance or interest
3. Importance of subject to the balance of the collection
4. Significance, authority or reputation of the artist, author, director or editor
5. Reviews from professional sources
6. Staff evaluation and expertise
7. Availability of information elsewhere in the library or community
8. Price
9. Format
10. In the case of foreign language materials, population and community interest and demand

Selection of materials does not constitute an endorsement of their contents by library staff, library board members, or the county administration. Richland Library recognizes that some

COLLECTION DEVELOPMENT POLICY

Policy Owner: Collection Development
Approved Date: 12/13/2021

Superseded Date: 9/15/2011
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materials that may offend, shock or bore one reader may be appropriate, meaningful or significant to another. Richland Library believes customers have the right to make choices best for themselves and their families, but no one person or group should have the right to limit the materials available to others.

Due to limitations of space and budget, it is impossible to include all possible titles and formats in the library's collections. The library does not seek to duplicate the resources of scholarly research institutions. Materials beyond the scope of the collection may be requested via interlibrary loan. Procedures are in place for customers to suggest the addition or reconsideration of an item.

Responsibility for collection development lies with library staff who apply professional knowledge, experience and policy criteria.

Withdrawal and Deselection

To maintain a relevant and up-to-date collection, library staff will continually evaluate existing materials and remove those items that no longer benefit the collection. Deselected items will be withdrawn from the collection following the library's deselection procedures. Reasons for deselection may include:

- Damage to the item
- Misleading or factually inaccurate information
- Outdated or irrelevant content
- Poor circulation, no longer in demand
- Space limitations
- Electronic subscription services have exceeded their cost/benefit ratio, are not used or have been replaced by a different service

As appropriate, some of these items may be directed to Richland Library community collections located throughout the county in convenient pop-up locations. Some items may be sent to third party organizations for monetary compensation or credits. Other materials may be offered to social or charitable agencies and organizations such as nursing homes, rehabilitation centers, etc.

Reconsideration of Library Materials

The library has procedures for the reconsideration of materials to assure that objections or complaints are handled in an attentive and consistent manner. Once an item has been selected for inclusion in the collection, based on selection criteria, it will not be automatically removed or discontinued upon request.

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Gifts and Donations

Selection criteria applies to both materials purchased and items gifted or donated. Richland Library accepts donations only with the understanding on the part of the donor that a donated item becomes the permanent property of the library and will be added if and where it is needed only if it meets the selection standards specified for Richland Library materials. Items not added to the collection may be sold by the Richland Library Friends & Foundation or discarded. The library does not provide an estimate of value or a record of donated items to the donor.