

## **Clear Lake Public Library Collection Development Policy**

The mission of the Clear Lake Public Library is to provide information, materials and services for a diverse and growing constituency, which will meet their personal, educational, professional, cultural, and recreational needs. To fulfill this mission, the library endeavors to maintain a collection that reflects the diversity of people. The collection will also contain the various positions expressed on important or controversial issues. This provides an arena for individuals to freely examine issues and make independent decisions. Selection of a given item for the library's collection should not be interpreted as an endorsement of a particular viewpoint. The Library abides by the American Library Association Library Bill of Rights (appendix A), the American Library Association Freedom to Read Statement (appendix B), The Association For Rural & Small Libraries Access to Information Statement (appendix C)

The responsibility for the policy governing the inclusion of materials in the library collection rests solely with the Clear Lake Public Library Board of Trustees.

### **Selection**

The actual task of selection has been delegated to the Director of the Clear Lake Public Library who chooses materials for patrons of all ages, backgrounds, and opinions.

The Director uses the "Resources for Collection Development" (appendix D), material demand levels, and requests from patrons.

When evaluating items for selection, consideration will be given to but will not be limited by the following criteria:

- Is the item in popular demand?
- Is the item's information grounded in good scholarship?
- Is the item relevant to the community? Does the item address the community's needs?
- Does the item contribute to a useful, balanced, and diverse library collection?
- Is the item's information current/up to date?
- Does the item have artistic merit? Is it, or could it be, considered a "classic"?
- Is the format suitable for the collection and for the community's needs?
- Does the item's purchase fit into the library's budget?

An item need not meet all of the criteria. Materials will be judged on the work, not on selected excerpts.

The library will not consider the following when evaluating an item for selection:

- the race, religion, nationality, or political views of an author or creator
- offensiveness of language
- depictions or descriptions of violence or sexually explicit activity
- controversial content of an item
- endorsement or disapproval by an individual or group

### **Donations & Gifts** (appendix E)

### **Withdrawals**

A current, attractive, and useful collection is maintained through a continual withdrawal and replacement process overseen by the Library Director. When evaluating items for withdrawal, consideration will be given to but will not be limited by the following criteria:

- item condition
- item demand
- community relevance
- usefulness
- publishing date
- availability of newer or more valid material

The library will not consider the following when evaluating an item for withdrawal:

- the race, religion, nationality, or political views of the author or creator
- offensiveness of language
- depictions or descriptions of violence or sexually explicit activity
- controversial content
- endorsement or disapproval by an individual or group

### **Reconsideration of Library Resource**

- Information for Patrons of the Clear Lake Public Library Regarding Reconsideration of Library Resource (appendix F)
- Request for Reconsideration of Library Resource (appendix G)
- Director Checklist for Review of the Request for Reconsideration of Library Resource (appendix H)

Approved by the Clear Lake Public Library Board of Trustees on November 7, 2023.