

Glen Lake Community Library

Materials Selection & Collection Development

The Glen Lake Community Library is based on the principles of intellectual freedom, as outlined in the Library Bill of Rights and the Freedom to Read Statement. Therefore, the library is committed to maintaining a collection that is diverse both in content and format. Both fiction and non-fiction materials are collected, as are materials for both adults and children. Selection will be balanced to include titles in popular demand along with those that are deemed to have more lasting appeal and value. Materials are also collected in a variety of formats, primarily books, periodicals, audiotapes, and videotapes.

Numerous criteria are considered when selecting materials for the library collection. These include but are not limited to: popular demand for an author or title, relevance of subject to the community, coverage of subject within the existing collection, contribution to balance of existing collection, availability of material elsewhere in the area, timeliness or permanence of the content, and physical characteristics of the material. Special consideration is given to materials by local or regional authors.

Additional criteria include literary or artistic merit, factual accuracy, suitability of content and vocabulary to age of audience, and price.

The board of trustees delegates responsibility for the selection of materials and maintenance of the collection to the library director. The librarian consults various selection tools to gather and evaluate titles for possible addition to the collection. Publishers' catalogs, bestseller lists, reviews in professional and general periodicals, and standardized bibliographies are routinely consulted. Library staff may also select titles with which they are personally familiar, along with recommendations and requests by library patrons.

Selection of a title does not infer that the library endorses the views or ideas presented in the material. Materials are not included or excluded because of the race, nationality, political affiliation, or personal values of the author.

Donated materials will be considered for addition to the library collection. The same selection standards applied to new purchases are used with donations. Donations that cannot be used in the permanent collection will be routed to the Friends of the Library for use in the annual book sale.

Books and other materials will periodically be withdrawn from the collection, due to poor physical condition, dated or inaccurate content, or lack of circulation.

Approved by the Board of Trustees 12.9.98